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CIA HISTORICAL STAFF

## The Support Services Historical Series

PERSONNEL RECORDS AND REPORTS:  
CONTROL DIVISION, OFFICE OF PERSONNEL  
1947-1971

ATTACHMENTS

**Secret**

OP-11

August 1972

Copy 2 of 3

## WARNING

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the Director of Central Intelligence

WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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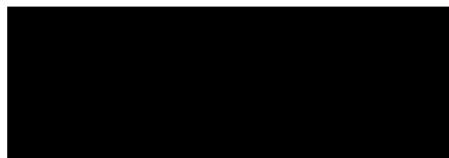
THE SUPPORT SERVICES HISTORICAL SERIES

OP-11

PERSONNEL RECORDS AND REPORTS:  
CONTROL DIVISION, OFFICE OF PERSONNEL  
1947-1971

ATTACHMENTS

25X1A *by*



August 1972

HISTORICAL STAFF  
CENTRAL INTELLIGENCE AGENCY

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

TRANSACTIONS AND RECORDS ACTIVITY  
ORGANIZATIONAL LOCATION

Prior to 1949, the Transactions and Records activity reported to the Office of the Director of Personnel. Since 1949 the Transactions & Records function has organizationally reported to the following units (figures in parentheses represent authorized strength where known):

|           |   |
|-----------|---|
| 1949      | Transactions & Records Division<br>Personnel Overt Branch<br>Transactions & Records Division<br>Personnel Covert Branch |
| 19 Apr 50 | Personnel Division Overt (PDO)<br>Transactions & Records Branch (9)   |
| 31 Dec 50 | Personnel Division Covert (PDC)<br>Transactions & Records Branch  |
| 31 Dec 50 | Personnel Division Overt (PDO)<br>TRB (16)<br>Personnel Division Covert (PDC)<br>TRB (14)                               |
| 21 Feb 51 | PDO/TRB (16)<br>PDC/TRB (22)  |
| 7 Aug 51  | PDO/TRB (16)<br>PDC/TRB (27)  |
| 16 Aug 52 | PDO/TRB (16)<br>PDC/TRB (31)  |
| 3 Nov 52  | PDO/TRB (16)<br>PDC/TRB (41)  |
| 31 Dec 52 | PDO/TRB (18)<br>PDC/TRB (41)  |
| 9 Nov 53  | PDO/TRB & PDC/TRB merged into<br>Processing & Records Division<br>PRD/TRB (42)  |
| 7 Jun 55  | Processing & Records Division name<br>changed to Records & Services Division<br>RSD/TRB (42)                            |

- 119 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

|           |  |
|-----------|--|
| 15 Dec 58 | Records Services Division<br>RSD/TRB (40)  |
| 3 Jan 63  | Records Services Division absorbed by<br>Personnel Operations Division (POD)<br>POD/TRB (31) |
| 11 Apr 66 | Records and Control Division<br>established (RCD)<br>RCD/TRB (28)                            |
| 18 Jun 68 | Control Division Established (CD)<br>CD/TRB (24)   |

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EXAMPLE OF EARLY POSITION CONTROL REGISTER

Attached is a sample of the type Position Control Register used prior to the introduction of machine and computer-based registers. It was produced by photographing each of the trays of Service Record Cards maintained by the Position Control Section.

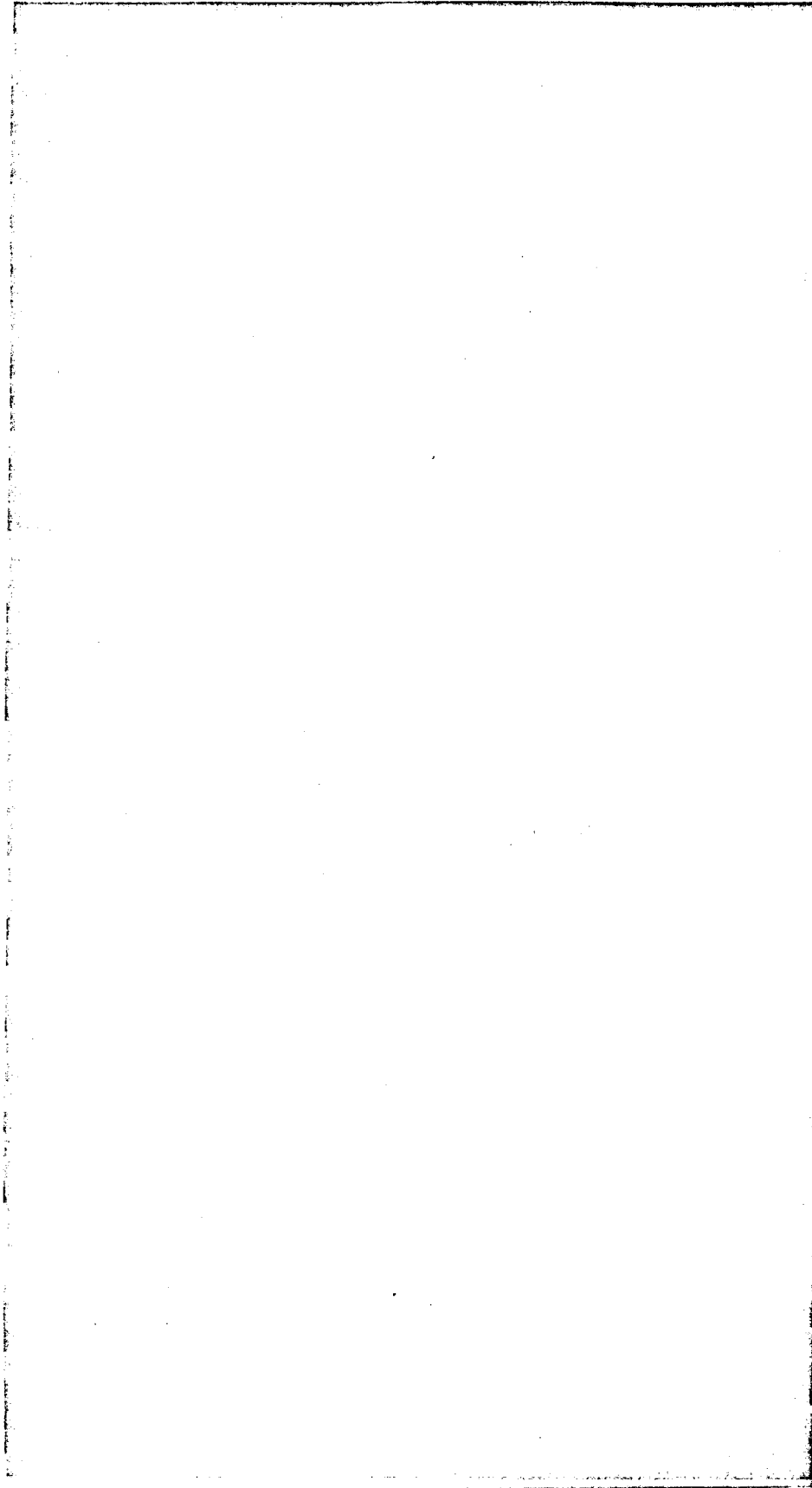
- 121 -

SECRET

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**SECRET**

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9



- 122 -  
**SECRET**

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

CONTENTS OF OFFICIAL PERSONNEL FOLDER AND  
INSTRUCTIONS FOR FILING MATERIAL IN FOLDER  
Revised May 1970

Left Side

Records of temporary value. File in chronological order with latest paper on top.

1. Draft deferment and permission to leave the country.
2. Form 1152. Request for Personnel Action.
3. Form 337. Request for Security Clearance.
4. Form 1667a. Report of Interview.
5. Form 610. Routing and Record Sheet (Only those which contain information.)
6. Form 1076. Notice of Official Disability Claim File.
7. Interim letters.
8. Unsensitive, sterilized cables and dispatches relating to overseas assignment.
9. Miscellaneous correspondence.
10. Biographic Profile (bottom left side).
11. Form 879. Outside Activity Approval Request.
12. SF 127. Request for Official Personnel Folder (copy of request sent to Federal Records Center).
13. Application for Career Status in CIA.
14. Memo from TRB requesting CPD to provide dates of creditable Contract Service.

Right Side

Permanent records affecting the employee's status and service. File in chronological order within the categories outlined.

1. Form 198b, envelope for recharge cards.
2. Color photograph.
3. Cover memo, if any.
4. ACTIONS: Form 1150, Notification of Personnel Action; Contract Personnel Division memoranda verifying contract service (bottom of Actions).
5. FITNESS REPORTS: Fitness Reports, test results, training evaluations, outside training reports -- anything pertaining to tests or training.
6. OTHER: SF-144, Statement of prior Federal and Military Service; Military Status Questionnaire; Form 1451, Overseas Service Report; Form 61, Residence and Dependency Report; SF-61, Appointment Affidavit; Official letters of commendation and

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reprimand; security violation reports; Form 911a, Overseas Agreement; SF-53, Waiver of Life Insurance Coverage (obsolete); SF-176, Election, Declination or Waiver of Life Insurance; Memorandum of Understanding; SF-2808, Designation of Beneficiary; SF-1152, Designation of Beneficiary -- unpaid compensation deceased civilian employee; SF-54, Designation of Beneficiary -- FEGLI; SF-2809, Health Benefits Registration Form; SF-2810, Transfer of Health Insurance; Field Reassignment Questionnaire.

7. MEDICAL: Form 570, Request for Pre-Employment Medical Evaluation; Form 259, Request for Medical Evaluation.
8. PHS-SEC: Personal History Statement; college transcripts; Form 444, Series; Form 1962 Series, Language and Qualifications Code Sheet; Marriage to an Alien (if applicable); Security Approval (under all other CIA papers).
9. Other Agency Folders: Materials from other agencies where the employee previously worked. (Kept under all CIA material with a plain white sheet with a gray tab over it; occasionally, if volume of other agency material warrants it, a second volume is compiled, composed entirely of the other agency folder.)

SECRET  
RETIREMENT OF OFFICIAL PERSONNEL FOLDERS

Attached are instructions and procedures used for retirement of Official Personnel Folders for employees who have separated employment status with the Agency. The same procedure, developed in 1962, is in use today.

**SECRET**

17 September 1962

PROCEDURES FOR RETIRING OFFICIAL PERSONNEL FOLDERS OF FORMER AGENCY EMPLOYEES

The following procedures will be followed in retiring files of Agency employees at the time of separation:

- (a) Files Section will retire to the CIA Records Center one month after separation the complete file (including non-CIA service) of former employees who are:

25X1C

- (2) separating for military service,
- (3) separating to accept any non-staff appointment with the Agency, i.e., consultant, unslotted-WAE, overseas contract, etc.

25X1C

- (b) Files Section will separate out non-CIA service from all other resignee files one month after separation and:
- (1) Prepare a standard Government folder with the service filed by Agency in chronological order with last service on top.
  - (2) Prepare two separate lists: (1) for non-CIA service secured through the Civil Service Commission after March 1958, and (2) for files secured in the name of the Agency.
  - (3) Forward three copies of the first list and two copies of the second list to Chief, Cover Support Section, Office of Security, for screening prior to release of files.
  - (4) Upon return of one signed copy of these lists from the Office of Security, insert a short memorandum form in the CIA portion of the file indicating the date records of previous service are being forwarded to the Federal Records Center and a memorandum notification in the Federal Records Center portion of the file indicating that the record of additional service with the Agency can be secured by writing the Office of Personnel, CIA.
  - (5) Ship to the Federal Records Center in separate boxes those records secured through the Commission and those secured in the name of CIA.
- (c) The Office of Security will forward a copy of the first list to the Civil Service Commission to purge their records.
- (d) For the purposes of record retirement, service with COI, OSS, SSU, and CIG will be considered as CIA service and will be retired to the CIA Records Center.

**SECRET**

- 126 -

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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RECORDS STORAGE REDUCTION PROGRAM

Attached is a package outlining the need for Records Reduction in the Agency. This project was undertaken in fiscal year 1969 and was completed the next year. The package contains proposals for elimination of material of no legal, historical, or administrative value from terminated Official Personnel Folders.

- 127 -

SECRET

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SECRET

15 October 1968

MEMORANDUM FOR:


SUBJECT : Records Management - Purging the Official  
Personnel Folder of Duplicative or  
Unnecessary Record Material

1. The matter of purging the Official Personnel Folder is brought to your attention inasmuch as there are numerous sources of input and responsibility for record material contained therein. At this time we are concerned with the Folders of employees who have separated from the Agency. The applicability of this proposal to Folders of on-duty employees will be considered at a later date.

2. When an employee separates his Official Personnel Folder is retained in the Office of Personnel, Headquarters File Room, for approximately six months before it is forwarded to the Records Center for storage. The necessity for having the Folder to respond to inquiries is most frequent immediately after an employee's separation and falls off sharply after the first year. The proposal contained in this memorandum will permit the retention of the Folder in Headquarters for over a year and also reduce the storage footage at the Records Center.

3. For security reasons the Agency is the "Office of Record" for that part of the Folder concerning Agency employment. The requirements for the establishment and maintenance of the Official Personnel Folder are set forth in Federal Personnel Manual Supplement 296-31, Table 8, "Contents of Official Personnel Folder." (Copy attached TAB-A) All required records, set forth in TAB-A, Section 1, "Permanent Records - Right Side of Folder," paragraphs a and b would be retained. All Agency developed records for purposes similar to those in this Section would also be retained. It is proposed that a review be made by responsible parties of records of the nature described in TAB-A, Section 2, "Temporary Records - Left Side of Folder", and a determination made regarding their disposition. They are listed in TAB-B.

4. Your comments on the disposition of the record material listed in TAB-B is requested by 1 November 1968. The Official Personnel Folder is required to be stored for a minimum of 56 years. Your comments should include recommendations for the use of the Folder for storage of material not now stored in the Folder with comparable retention requirements.

  
Deputy Director of Personnel  
Plans and Control

25X1A

- 128

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

## Table 8. Contents of Official Personnel Folder

### SECTION 1. PERMANENT RECORDS— RIGHT SIDE OF FOLDER

a. Designation and order of filing. The personnel records and documents listed under b, c, and d of this section affect the employee's status and service and have been designated as permanent records by the Civil Service Commission. All records and documents so listed shall be filed on the right side of the Official Personnel Folder in chronological order, except that:

(1) Any listed document obtained for, or related to, a particular personnel action may be filed immediately below the Standard Form 50 covering the action.

(2) The latest Standard Form 57 may be filed above other documents to facilitate review for promotion, etc.

(3) When the Standard Form 58 is used to update an employee's experience and education, it should be filed next to and immediately above the latest SF 57.

b. Permanent records and documents originating with appointment action. (1) SF 15, Veteran Preference Claim (or equivalent).

(2) SF 50 (or equivalent), Notification of Personnel Action (including letters of appointment where SF 50 was not issued), covering appointment action.

(3) SF 50-A (or equivalent), Notice of Short Term Employment.

(4) SF 51, Request for Insurance (only that portion containing decision of ~~OREGLI~~—part D).

(5) SF 52 (or equivalent), Request for Personnel Action, when used as an appointment document in lieu of SF 50.

(6) SF 53, Waiver of Life Insurance Coverage.

(7) SF 54, Designation of Beneficiary—~~REGLI~~ (only the most recent one).

(8) SF 57, 57A, 58, or 60 (or equivalents), and examination papers as follows:

(a) Application for Federal Employment and supplemental application forms: earliest form; latest form; the latest one bearing certification of eligibility for veteran preference; any one which was used as the basis for rating in an unassembled civil service examination; and →the latest application← returned by the Commission showing the results of investigation (i.e., bearing a notation that the case was processed, discontinued, or results were furnished to the agency). →Earlier applications containing investigatory notations need not be retained unless required for other reasons.←

(b) Civil service examination papers, including papers resulting from tests administered by the agency, and including the application to which attached.

(NOTE: One year after appointment, agencies may, if they desire, remove and destroy the answer sheets for assembled examinations, including stenographic transcriptions and typing tests. Declaration sheets filed with examination papers may be removed and destroyed five years after appointment.)

(9) SF 61 (or equivalent), Appointment Affidavits.

(10) SF 61a (or equivalent), Civil Officer Appointment Affidavits.

(11) SF 70 (or CSO Form 12, or equivalents), Proof of Residence.

(12) SF 78, Certificate of Medical Examination (or equivalent); Health Qualification Placement Record; and any other medical record of an examination to determine an employee's

<sup>1</sup> Review restricted as indicated in FPM chapter 293, subchapter 2; however, the examination papers may be inspected by the Commission at any time.

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apart from the Official Personnel Folder during an employee's service with an agency, the agency must file them in the folder when the employee is transferred or is separated. (For disposition of other medical records, see FPM chapter 293, section 3-4.)

(13) Investigative forms and documents:

- (a) SF 84, Request for Report on Loyalty Data (returned copy bearing notice of processing).
- (b) SF 85, Data for Nonsensitive or Noncritical-Sensitive Position (signed carbon copy—upon separation, see appendix A, subchapter S3).
- (c) SF 86, Security Investigation Data for Sensitive Positions (signed carbon copy—upon separation, see appendix A, subchapter S3).
- (d) Notice of final results of investigation for Federal employment. (In nonsensitive cases investigated by the Commission, the returned application showing the results of investigation meets this requirement. In all other cases, include a statement or other evidence showing the decision and indicating that the investigative requirements for Federal employment have been met. A reference to clearance for access to classified information under Executive Order 10501 does not meet this requirement.)
- (e) Notice of final result of processing under Executive Order 9835, such as the application form returned by the Commission stamped "Processed under E.O. 9835, part 1, sec. 3," or notification from a former regional loyalty board of the Commission or from a former agency loyalty board.

(Note: Investigative material and reports will not be made a part of the Official Personnel Folder, see FPM chapter 730, subchapter 5. Replies to agency preemployment vouchers and inquiries shall not be filed on the right side of the folder, see FPM chapter 731, subchapter 1.)

Civilian and Military service, when it:

- (a) Records service not reflected by any other official record.
- (b) Sets forth evidence upon which competitive status has been determined.
- (c) Sets forth a cumulative record for leave purposes or one for this purpose which differs from any other cumulative record in the file.
- (d) Is used to determine creditable service and service data for reduction in force purposes.

(15) SF 2809, Health Benefits Registration Form.

(16) SF 2810, Notice of Change in Enrollment Status.

(17) CSC Form 2800a, Proof of Selection for Career (or Career-Conditional) Appointment (or Proof of Selection for Competitive Status Appointment).

(18) CSC Form 2800b, Authorization of and Proof of Selection for Career-Conditional Appointment.

(19) Evidence of date of birth.

(20) Forms or letters from the Civil Service Commission which authorize competitive status, a noncompetitive appointment, or an excepted appointment.

(21) CSC Forms 492 and 617 (or equivalents) applications to establish eligibility for reinstatement under Public Laws 84-380 and 85-847.

(22) Records and documents in the Service Record File transmitted to agencies by the National Personnel Records Center are to be filed on the right side of the folder as directed under subchapter S6 of appendix A.

(23) Statements of duties and responsibilities of expert and consultant positions which were prepared to show that the job actually requires the services of an expert or consultant.

c. Permanent records and documents originating during the employee's service. (1)

Inst. 38  
July 3, 1968

FPM Supplement 296-51

(2) SF 50 (or equivalent), Notification of Personnel Action, or other standard form used to record a personnel action not reported on SF 50, such as SF 1126, Payroll Change Slip effecting a change in basic rate of compensation, or SF 52 when used to record a special assignment or a detail in excess of 30 days.

(3) Form CA 1, Employee's Notice of Injury or Occupational Disease (only when no report is made to the Bureau of Employees' Compensation).

(4) Forms or letters from the Civil Service Commission which:

- (a) Authorize competitive status.
- (b) Cancel competitive status.
- (c) Verify competitive status, veteran preference, or service history.
- (d) Approve membership on boards of examiners.
- (e) Authorize a personnel action.
- (f) Disapprove personnel actions because of the nonexistence of competitive status.

(5) CSC Forms 493 and 618, applications for conversion to career or career-conditional appointment under Public Laws 84-380 and 85-847. (These forms will also show agency or Commission action on conversion.)

(6) Agency recommendation for conversion to career appointment in postal field service under Public Law 84-836. Also, applications for conversion under the law if employee was not eligible or was not recommended by the agency.

(7) Training:

- (a) Records of all training courses completed (except short periods within an agency that would have no bearing on the person's employment elsewhere; for example, orientation training, training in methods of assembling and routing correspondence in the agency).
- (b) Records of any other period of training that exceeds 40 hours conducted by, in,

or through non-Government facilities under authority of chapter 41 of title 5, United States Code.

- (c) Letters from the Civil Service Commission (or appropriate references thereto) authorizing waivers and exceptions from the provisions of the law.

*Important:* All training conducted by, in, or through non-Government facilities under authority of chapter 41 of title 5, United States Code whether or not completed, which exceeds 40 hours must be identified in such a way as to insure compliance with the law's prohibition against more than one year of that training during any 10-year period of civilian employment.

(8) Notices of Outstanding and Unsatisfactory Performance ratings (include notice of warning when unsatisfactory rating is filed and any appeal decisions sustaining the rating). If decision is later made that an unsatisfactory rating was erroneous, the warning and unsatisfactory rating must be removed from the right side of the folder.

(9) Evidence of awards under title 5 of the United States Code, Chapter 45, Incentive Awards.

(10) Official letters of commendation evidencing performance of official duties (or duties not under Government control but related to performance in Government service) clearly above the quality which is normally expected in the performance of those duties. (Do not include papers such as letters evidencing participation in matters of a civic, religious, or professional nature unless the communication is in the nature of a commendation for exceptional quality of performance related to Government service, letters of appreciation written to groups of employees upon change of supervisory officials, or letters about performance of overtime.)

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(1) Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9  
rights, reply, and appeal papers, if any.

(12) Election (form, memorandum, letter) to continue and pay the full cost of (a) life insurance coverage, or (b) enrollment in a health benefit plan, or (c) to receive and pay the full cost of retirement credit while on approved LWOP to serve as an officer or employee in an employee organization.

d. Permanent records and documents originating with separation. (1) SF 50 (or equivalent), Notification of Personnel Action covering separation.

(2) SF 56, Agency Certification of Insurance Status (triplicate copy).

(3) SF 1150 (or equivalent), Record of Leave Data Transferred, except in separations by death or in separations before the employee completes one full pay period on the agency's rolls when he has no leave to his credit on the basis of prior service. (If employment is in a position subject to the same leave system, the employing agency may remove the SF 1150 from the Official Personnel Folder and forward it to the office responsible for the leave records.)

(4) (a) Resignation signed by employee (that is, a letter or statement signed by the employee; Standard Form 52 when the employee signs and submits this form as his resignation).

(b) Resignation—oral (statement by the

Official Personnel Folder resignation, see book IV, section 53-1).

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(5) Court order, transcript of, in separation for legal incompetence.

(6) Agency notice of retirement or Commission notification of approval of application for disability retirement.

(7) Physical examination conducted in connection with disability retirement or separation for disability, correspondence, and other documents relating to medical history.

## SECTION 2. TEMPORARY RECORDS— LEFT SIDE OF FOLDER

Papers about a person which are not specified for filing on the right side of the Official Personnel Folder are considered as temporary records and filed on the left side of the folder. Because these records vary widely from agency to agency, no list of them is included in this table. Some examples are: Requests for personnel action, letters of reference, performance ratings (other than Outstanding or Unsatisfactory), debt and draft correspondence, any extra copies of reduction-in-force notices that are in addition to those retained with reduction-in-force files and records, and admonishments, letters of caution, warning, reprimand, and similar disciplinary action papers.

ITEMS FOR CONSIDERATION FOR PURGING FROM THE OFFICIAL PERSONNEL  
FOLDER SEVERAL MONTHS AFTER AN EMPLOYEE HAS SEPARATED

| <u>Form No.</u> | <u>Form Title</u>   |
|-----------------|---|
| 1200            | Biographic Profile & Jacket   |
| -               | Applicant Information Sheet # 1   |
| -               | Applicant Correspondence  |
| 377             | Request For Security Clearance  |
| 540             | Travel Orders   |
| 610             | Routing & Record Sheets (5 yrs old)   |
| -               | Card Notifications of Eligibility   |
| -               | " " of Non-Eligibility  |
| -               | Picture   |
| 444c            | Language Record Data  |
| 536             | Military Status Questionnaire   |
| -               | Memo: Re-Reading of [REDACTED] 25X1A  |
| 259             | Request For Medical Evaluation  |
| 570             | " " Pre-Employment Medical Evaluation   |
| 1962            | Master Qualification Coding Record  |
| 1962A           | Language Code Sheets  |
| 1962A           | Qualification Code Sheets   |
| 894             | Employee Information Agreement  |
| -               | Retirement Understanding  |
| -               | Training Reports & Test Results   |
|                 | (Reports of Courses of 40 hrs. by, in<br>or through non government facilities<br>must be retained.) |

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Form No.

Form Title

|        |  |
|--------|--|
|        | Cable Traffic & Dispatches   |
| -      | Copies of Military Orders  |
| -      | File Separators  |
| 444    | Duplicates of PHS, etc   |
| -      | In-Out Casual Sheets   |
| 879    | Outside Activity Approval Request  |
| SF127  | Request for Official Personnel Folder  |
| 37-152 | Memo Accompanying Personnel Qualifications<br>Questionnaire                              |
| 2526A  | Memo of Call to Establish EOD Date   |
| 928    | Career Service Action  |
| 1451A  | Verified Record of Overseas Service (Code Sheet)   |
| 575    | Selective Service Action Request<br>(Form Seeking Deferment/Permission to<br>leave U.S.) |
| 1076   | Request For Advance Sick Leave   |
| 911    | Notification (to employees) of acceptance<br>for employment                              |

MISCELLANEOUS FORMS-MEMO'S, Etc

|  |   |
|--|---|
|  | Letters Requesting Outside Training                         |
|  | Application For Career Status in CIA                        |
|  | Notification of Membership in Career Service                |
|  | Summons For Jury Duty                                       |
|  | Memorandum of Telephone Call                                |
|  | Memorandum of Understanding (Concerning<br>Travel Expenses) |

SECRET  
- 134 -

SECRET

Form No.

Form Title

1076

Notice of Official Disability Claim File  
(might be of Legal significance in case  
of disab, ret) (Form states that claim  
is on file with BSD)

Memo notifying employee of assumption of  
non-application for Career Status

Credit Letters

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EXAMPLE OF USE OF SERVICE RECORD  
CARD IN RECEIPTING OF FITNESS REPORTS

Prior to March 1959 the Position Control Section of the Transactions and Records Branch was responsible for receipting of executed Fitness Reports. This was accomplished by noting the due date, date of office forwarding of the report, and date of receipt in the Office of Personnel. The type of report (i.e., Annual, Initial, or Special) was also recorded. The month the report was due was evidenced by a colored numbered Tab indicating the number of the month report should be received. An example of notation made on card is shown on top inside of Service Record Card.

- 136 -

SECRET

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## 9. PHYSICAL IMPAIRMENTS

| PER INFORMATION |         |          |   |
|-----------------|---------|----------|---|
| DATE            | FROM    | TO       | T |
| 3/56            | 3-23-56 | 3-24-56  | T |
| 12/56           | 12-9-56 | 12-10-56 | A |
| 7/57            |         |          |   |

## 15. PERFORMANCE RATINGS

U. S. GOVERNMENT PRINTING OFFICE 16-54900-5

## 1. FEDERAL EMPLOYMENT RECORD—CONTINUED

[illegible]

## 16. FOLLOW-UP DATES

Doc, John A.

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TABLE OF ORGANIZATION CHANGE AUTHORIZATION

Control Number 478, 29 May 1954

Attached is the change which authorized the establishment  
of the Statistical Reporting Branch.

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CENTRAL INTELLIGENCE AGENCY STRENGTH REPORT

As of 17 September 1947

Attached is one of the first personnel strength reports to be published after the Central Intelligence Group (CIG) became CIA.

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Next 2 Page(s) In Document Exempt

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

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CENTRAL INTELLIGENCE GROUP PERSONNEL REPORTS

Attached is the earliest of a series of CIG strength reports dating back to 7 March 1947.

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Next 5 Page(s) In Document Exempt

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MULTIPLE LAYOUT FORM FOR  
ELECTRIC ACCOUNTING MACHINE CARDS

Attached is a form that was used in early 1951 to code selected data from Personnel Actions to be keypunched for EAM input and retrieval.

## DATE \_\_\_\_\_

FORM 12-4623-3END.

BRANCH OFFICE NO.

[illegible][illegible]

CUSTOMER'S NAME & NO.



## DATE \_\_\_\_\_

BRANCH OFFICE NO.

INTERPRETER SPACING

CUSTOMER'S NAME & NO.

INTERPRETER SPACING

DATE \_\_\_\_\_

CUSTOMER'S NAME & NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_

[illegible]

MULTIPLE LANGUAGE OUT FORM  
FOR ELECTRIC ACCOUNTING MACHINE CARDS

FORM 12-4823-2END

BRANCH OFFICE NO.

DATE

INTERPRETER

SPACING

VOUCHERED AND UNVOUCHERED  
PAYROLL CARDS MATCHING  
CONSISTENT - CONTRACTUAL  
STATUS CARDS

EMPLOYEE  
NAME

EMPLOYEE  
NUMBER

NAIOT  
CODE

OPM

DIV

ROLL

PERIOD

GRASS  
AMT. PAID

X

C

X

X

X

X

X

X

X

X

X

X

X

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X

X

X

TRAILER CARD FOR  
AMT. GRASS 983.99

1-1000

2-1000

3-1000

4-1000

5-1000

6-1000

*BEST COPY*

*AVAILABLE*

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

6 February 1953

25X1A

[REDACTED]  
Research & Planning Staff  
Room 1118, I Building

25X1A

Dear [REDACTED]

I would like to express my sincere appreciation for the effort you devoted to preparing a statistical analysis which required you to work until 2:00 AM this morning. By your untiring efforts, we have been able to meet an extremely short deadline.

Your devotion to duty reflects great credit upon yourself and the Personnel Office.

A copy of this commendation will be made a part of your official record.

Sincerely,

25X1A

[REDACTED]  
Assistant Director (Personnel)

OPD:CMC:bks

1 - AD/P

✓ 1 - Subject's File

1 - OPD

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RESTRICTED

TR-4-4715

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

DEC 17 1953

25X1A

MEMORANDUM FOR: [REDACTED]

Chief, Group C. Research and Planning Staff  
Personnel Office

THROUGH : Personnel Director

SUBJECT : Commendation

1. During recent weeks you and your unit have been called upon to supply, on short notice, accurate and up-to-date personnel statistics. The manner in which these figures have been produced, as well as their accuracy, has contributed substantially to the budget proceedings.

2. The history of personnel statistics in the Agency is not without criticism and some of it with considerable justification. Since you have assumed responsibility for this function there has been a marked improvement. Particularly, during the recent budget discussions, personnel statistics withstood the test of alleged inaccuracies. This demonstrated that an extremely creditable job had been accomplished which reflects favorably on you and the other individuals concerned with this work.

25X1A

[REDACTED]  
L. K. WHITE

Acting Deputy Director  
(Administration)

25X1A

cc: [REDACTED] Personnel File

- 172 -

RESTRICTED

Security Information

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

30 April 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Commendation.

1. As you know, the Chairman of the House Appropriations Committee, during the Hearing on CIA's Fiscal Year 1955 request for appropriations, indicated that he desired certain personnel statistics which had not heretofore been submitted to the Committee; such statistics had never, in fact, been assembled in CIA.

2. Through the cooperation of the Office of Personnel, and particularly of [REDACTED], Chief, Research Branch, Plans, Research, and Development Staff, this information was assembled in a minimum of time and in a meaningful way, supplying an over-all personnel picture to the Director for the first time and enabling him to submit a part of the information to the Chairman of the House Appropriations Committee with a minimum of security risk.

25X1A

3. I feel that this performance was over and above that which one might ordinarily expect and desire to commend the Office of Personnel and, particularly, [REDACTED] for their splendid cooperation in this matter.

25X1A

[REDACTED]  
L. K. WHITE  
Acting Deputy Director  
(Administration)

25X1A

- 173 -

SECRET



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CARD FILESPERSONNEL STATUS FILE

# 1

The Personnel Status File # 1 incorporates pertinent information of employee-to-Agency relationship. The status card is intended to be nothing more than an actual transcript of official status changes reflected on Form-50.

The following information is contained in the # 1 Status Card.

a. EMPLOYEE SERIAL NUMBERCOLS. 1-6

Employee serial number is assigned at the time of EOD. The first number (left to right) is a prefix to denote the funds under which Staff Employees are paid, and is used to denote status cards other than staff employee.

Vouchered prefix --(1)  
Unvouchered prefix --(5)

b. EMPLOYEE NAMECOLS. 7-24

As reflected on the Form 50.  
Punched: Last, First, Middle Initial (if possible)

c. DATE OF BIRTHCOLS. 25-28

As reflected in Item # 2.  
Punched: Month and Year. (2 digits each)

d. LAST PERSONNEL ACTIONCOLS. 29-36

As reflected in Items # 5 and # 6.

Type - 2 digits - cols. 29-30

Date:

Month- 2 digits - cols. 31-32

Day " " - cols. 33-34

Year " " - cols. 35-36

e. POSITION NUMBERCOLS. 37-42

The official position number assigned to each employee which corresponds to the position number reflected on the official T/O.

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PERSONNEL STATUS FILE# 1 CARDf. OCCUPATIONAL SERIES CODECOLS. 43-48

A six (6) digit numeric code used in lieu of the (20) digit alphabetic position title. Reflected in Item # 8, Form - 50.

g. GRADECOLS. 49-50

Reflected in Item # 9, Form - 50.  
Punched as numeric codes as follows:

GS - 01-18  
EB - 50-74  
WBS - 81-95  
UNGRADED - 99

25X1C

h.COL. 51

An identifying punch (x-51) is placed in all status cards in order that the GS Grade can be shown in the status cards, but provides a record of all integers.

i. ORGANIZATIONAL CODECOLS. 52-57

A six (6) digit numeric code which is used to identify the employee in relationship to the "Organizational Designations" reflected in Item # 10, Form - 50.

Office - cols. 52-53  
Division " 54-55  
Branch, etc. 56-57

j. FUNDS-HEADQUARTERSCOL. 58

Reflected in Item # 11 and Item # 12, Form - 50.  
Coded and punched as follows:

|  |                                 |
|--|---------------------------------|
| 1 - Dept. UV                           | 2 - Dept. VCh.                  |
| 3 - Fld. U.S. UV                       | 4 - Fld. U.S. VCh.              |
| 5 - Fld. Frgn. UV                      | 6 - Fld. Frgn. VCh.             |
| 7 - Fld. Frgn. Project (under ceiling) | 8 - VCh. Project (over ceiling) |
| 9 - Fld. Frgn. Project (over ceiling)  |                                 |

k. VETERANS PREFERENCECOL. 59

Reflected in Item # 13, Form - 50.

Coded and Punched as follows:

No Vets. Pref. --- 0  
5 Pt. Vet.

WW1

WW2 ----- 1

10 Pt. VET.

WW1

WW2 ----- 2 - 175 -

Wife or widow of  
Ex-service man ----- 3

Mother of Ex-service  
man ----- 4

PERSONNEL STATUS FILE

# 1 CARD

1. BASIC-ORIENTATION-COURSESCOL. 60

As reflected in Item # 14 (left side of block) - Form - 50.  
Coded and Punched as follows:

|           |      |   |
|-----------|------|---|
| If Blank  | ---- | 0 |
| BOC (CS)  | ---- | 1 |
| BOC (I)   | ---- | 2 |
| BOC (SUP) | ---- | 3 |
| BOC (EX)  | ---- | 4 |

m. SERVICE DESIGNATIONCOLS. 61-62

As reflected in Item # 14 (right side of block) - Form 60.  
Punched as reflected.

n. SEX-RACECOL. 63.

As reflected in Item # 15, Form - 50. (Item # 16, also)  
Code and Punched as follows:

|                |      |   |                  |      |   |
|----------------|------|---|------------------|------|---|
| Male - White   | ---- | 1 | Female - White   | ---- | 2 |
| Male - Colored | ---- | 3 | Female - Colored | ---- | 4 |
| Male - Other   | ---- | 5 | Female - Other   | ---- | 6 |

o. APPROPRIATION NUMBERCOLS. 64-67

As reflected in Item # 17, Form - 50.  
The first four digits from left to right (excluding the first digit which is used to signify the fiscal year) is punched.

p. COUNTRY AND CITY CODECOLS. 68-72

A five (5) digit numeric code which places the employee in a geographic area as reflected in Item # 11, Form - 50.

3 digits - country  
2 digits - city

q. AGENCY GROUP CODECOL. 73

A single digit code which places the employee in the major component to which assigned, i.e., DD/S, DD/P, etc.

r. CURRENT SERVICE EOD DATECOLS. 74-79

Month, Day, and Year as reflected in Item # 21, Form 50.

s. CARD NUMBERCOL. 80

Card # 1.

STANDARD FORM 50 (7 PART)  
REV. APRIL 1951  
PROMULGATED BY  
U.S. CIVIL SERVICE COMMISSION  
CHAPTER XI, FEDERAL PERSONNEL MANUAL

**SECRET**  
(WHEN FILLED IN)

## NOTIFICATION OF PERSONNEL ACTION

|   |               |  |   |   |
|---|---------------|--|---|---|
| 1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)<br>Miss Jane D. Doe 116705  |               | 2. DATE OF BIRTH<br>15 June 1925   | 3. JOURNAL OR ACTION NO.<br>XXXXXXXX                          | 4. DATE<br>10 April 1955                            |
| This is to notify you of the following action affecting your employment:  |               |  |   |   |
| 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)<br>REASSIGNMENT  |               | 6. EFFECTIVE DATE<br>11 April 1955   | 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY<br>59 USCA 403 J    |   |
| FROM  |               | TO   |   |   |
| Tab Equip. Opr Z 564.01<br>GS -0359.03- 4   |               | 8. POSITION TITLE<br>File Clerk Z 399.01   | 9. SERVICE, SERIES, GRADE, SALARY<br>BS-0305.01-4 \$3255 p.a. |   |
| DD/I - OCD<br>Biographic Register Div.<br>Index Branch<br>Card Punch Section  |               | 10. ORGANIZATIONAL DESIGNATIONS<br>DD/I - OCD<br>Graphics Register Div.<br>Photo Branch<br>Services Section 120213 | 11. HEADQUARTERS<br>Wash. D.C. 2                              |   |
| 12. FIELD OR DEPT'L<br>FIELD  |               | 12. FIELD OR DEPT'L<br>FIELD   |   |   |
| ETERAN'S PREFERENCE<br>NONE WWII OTHER 5-PT. 10-POINT<br>X  |               | 14. POSITION CLASSIFICATION ACTION<br>NEW VICE I. A. REAL.<br>SD-CD  |   |   |
| 15. SEX<br>F  | 16. RACE<br>W | 17. APPROPRIATION<br>FROM: 6-5805-20<br>TO: 6-5621-20  | 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)                  | 19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) |
| 20. LEGAL RESIDENCE<br><input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED<br>STATE:  |               |  |   |   |
| 21. REMARKS:<br>(7) MOD eff 4/25<br><br>SAMPLE<br><br>NOTE! THIS IS A CONFIDENTIAL FUNDS ACTION FORM.<br>VOUCHERED ACTIONS DO NOT HAVE "CF" SUPERIMPOSED ON THEM. |               |  |   |   |
| ENTRANCE PERFORMANCE RATING:  |               |  |   |   |
| 22. SIGNATURE OR OTHER AUTHENTICATION   |               |  |   |   |

**SECRET**

1. EMPLOYEE COPY

- 177 -

35X1A

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Security Information

Chief, Machine Records Branch

30 March 1953

25X1A

## Project Codes

25X1A

1. Attached hereto is a list of selected Project [redacted] applicable to organizational designations included on certain personnel actions previously transmitted to you by the Personnel Office. To facilitate the necessary control of previous and future personnel actions involving projects, a slight change in your current codes is believed desirable which, if implemented, would provide a "parent organizational code" comparable to "parent organizations" on Regular T/O's and personnel.

2. If you agree that such a change would facilitate your controls and mechanical reporting, it is requested that the Project codes now punched in columns 38 and 39 of the Personnel Status Card be reproduced into columns 40 and 41. It is further requested that the appropriate Office code as shown in the right hand column of the attached list (second and third digits) be punched in columns 38 and 39 of the appropriate Personnel Status Card. Code 99 should be maintained in columns 36 and 37. Please advise this Staff as soon as the above change has been completed.

3. In the event that a personnel action is received by your Office for a Project not shown on the attached list, it is requested that this Staff be contacted in order that we may provide you with the appropriate code.

25X1A

Attachment

Security Information  
- 179 -

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9  
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JUL 6 1951

PERSONNEL OFFICE

Organizational  
Codes

|   |                     |
|---|---------------------|
| ✓ Personnel Office                              | 32 05 00            |
| Office of Personnel Director                    | 32 05 00            |
| Personnel Studies and Procedures Staff          | 32 05 01            |
| ✓ Personnel Division (Overt)                    | 32 05 10            |
| Placement Branch                                | 32 05 11            |
| Transactions and Records Branch                 | 32 05 12            |
| Testing Standards - Training Branch             | 32 05 13            |
| Personnel Relations Branch                      | 32 05 14            |
| Personnel Procurement Division                  | 32 05 40            |
| Classification and Wage Administration Division | 32 05 50            |
| <del>CARER DIVISION</del>                       | <del>32 05 55</del> |
| Personnel Division (Covert)                     | 32 05 60            |
| Office of the Chief                             | 32 05 60            |
| Placement Branch                                | 32 05 63            |
| Transactions and Records Branch                 | 32 05 64            |
| Transactions Section                            | 32 05 65            |
| Appointment Unit                                | 32 05 66            |
| Status Unit                                     | 32 05 67            |
| Overseas Section                                | 32 05 61            |
| Records Section                                 | 32 05 68            |
| Position Inventory Unit                         | 32 05 69            |
| <del>Reports Unit</del>                         | <del>32 05 70</del> |
| Files Unit                                      | 32 05 71            |
| <i>Cand. Proc. Br.</i> →                        |                     |
| Personnel Relations Branch                      | 32 05 62            |
| Military Personnel Division                     | 32 05 30            |
| Officers  | 32 05 31            |
| Enlisted Personnel                              | 32 05 32            |
| Civilian Personnel                              | 32 05 33            |
| Temporary Authorization                         |                     |
| Personnel Office                                |                     |
| Personnel Pool                                  | 32 05 99            |



S-E-C-R-E-T  
Security Information

MONTHLY PERSONNEL STATISTICAL REVIEW  
(MPSR)

JANUARY 1963

GENERAL INTELLIGENCE AGENCY

S-E-C-R-E-T  
Security Information

MONTHLY PERSONNEL STATISTICAL REVIEW

INDEX

A. GENERAL AGENCY SUMMARIES

|   |            |
|---|------------|
| 1. Agency Narrative Summary . . . . .                       | Page 1 - 4 |
| 2. Agency Status of T/O's . . . . .                         | Table G-1  |
| 3. Agency Civilian Collings . . . . .                       | Table G-2  |
| 4. Agency Military Authorizations . . . . .                 | Table G-2  |
| 5. Agency Combined Military and Civilian Strength . . . . . | Table G-3  |
| 6. Agency Gain and Losses . . . . .                         | Table G-4  |
| 7. Agency Separations from CIA . . . . .                    | Table G-4  |
| 8. Agency Promotions . . . . .                              | Table G-5  |

B. DDA GROUP SUMMARIES

|  |             |
|--|-------------|
| 1. DDA Narrative Summary . . . . .                       | Pages 1 - 5 |
| 2. DDA Status of T/O's . . . . .                         | Table DDA-1 |
| 3. DDA Civilian Collings . . . . .                       | Table DDA-2 |
| 4. DDA Military Authorizations . . . . .                 | Table DDA-2 |
| 5. DDA Combined Military and Civilian Strength . . . . . | Table DDA-3 |
| 6. DDA Gains and Losses . . . . .                        | Table DDA-4 |
| 7. DDA Separations from CIA . . . . .                    | Table DDA-4 |
| 8. DDA Promotions . . . . .                              | Table DDA-5 |

C. DDP GROUP SUMMARIES

|  |             |
|--|-------------|
| 1. DDP Narrative Summary . . . . .                       | Pages 1 - 5 |
| 2. DDP Status of T/O's . . . . .                         | Table DDP-1 |
| 3. DDP Civilian Collings . . . . .                       | Table DDP-2 |
| 4. DDP Military Authorizations . . . . .                 | Table DDP-2 |
| 5. DDP Combined Military and Civilian Strength . . . . . | Table DDP-3 |
| 6. DDP Gains and Losses . . . . .                        | Table DDP-4 |
| 7. DDP Separations from CIA . . . . .                    | Table DDP-4 |
| 8. DDP Promotions . . . . .                              | Table DDP-5 |

D. DDI GROUP SUMMARIES

|  |             |
|--|-------------|
| 1. DDI Narrative Summary . . . . .                       | Pages 1 - 4 |
| 2. DDI Status of T/O's . . . . .                         | Table DDI-1 |
| 3. DDI Civilian Collings . . . . .                       | Table DDI-2 |
| 4. DDI Military Authorizations . . . . .                 | Table DDI-2 |
| 5. DDI Combined Military and Civilian Strength . . . . . | Table DDI-3 |
| 6. DDI Gains and Losses . . . . .                        | Table DDI-4 |
| 7. DDI Separations from CIA . . . . .                    | Table DDI-4 |
| 8. DDI Promotions . . . . .                              | Table DDI-5 |

S-E-C-R-E-T  
Security Information

~~CONFIDENTIAL~~

16 MAR 1956

MEMORANDUM FOR: Chief, Records and Services Division

SUBJECT: Review of Content of MPSR's

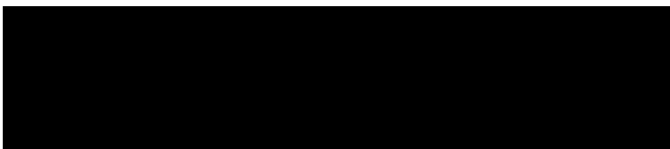
1. Following discussion with the DD/S, the ADD/S has requested that we make an informal survey on the MPSR to determine from our customers whether:

a. All of the content is necessary and useful to them on a monthly basis; and,

b. Some useful and necessary items are not included.

2. Without intending to predict the results of this review, it seems probable that some information which is necessarily compiled on a regular basis could be eliminated from the MPSR and furnished to other officials only on a special request basis.

3. It is suggested that this survey be timed with the publication of the next MPSR and that the results be reported as soon thereafter as practicable.

  
Executive Officer  
Office of Personnel

25X1A

~~CONFIDENTIAL~~

SECRET

29 MAR 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Interim Report on MPSR Survey

25X1A 1. As of 29 March 1956 the outstanding reports to be received on the informal verbal survey of the usefulness of the MPSR are from [REDACTED], Office of the DDS, [REDACTED] Office of the Comptroller and the Office of Personnel Division Chiefs. 25X1A

25X1A 2. The replies thus far received have varied all the way from the report being completely useless -- Management Staff, [REDACTED] - to the report being exactly what is needed and no changes should be made as indicated by [REDACTED], Office of the Director. 25X1A

3. In general, however, it is felt that Table 1 is essential and also Table 3. The tables on promotions, grade distribution and separations could be furnished the various personnel on a quarterly basis with no impairment of their usefulness to the users of this report.

4. The separation Tables 8, 8a, 9 and 9a are not essential except on a spot survey basis. The applicant gain and loss report is useful only to [REDACTED] 25X1A

25X1A 5. The table on miscellaneous personnel is needed by [REDACTED] Office of the DDI, but is not considered sufficiently comprehensive to be useful by DDP.

25X1A 6. A meeting has been arranged with [REDACTED] for 3 April 1956 to complete the check of the usefulness of this report. [REDACTED] will furnish to this Branch his recommendations by Tuesday also. 25X1A

25X1A

[REDACTED]  
Chief, Statistical Reporting Branch

SECRET

|                    |      |                     |                |                       |      |               |                |                |     |      |
|--------------------|------|---------------------|----------------|-----------------------|------|---------------|----------------|----------------|-----|------|
| 1. Serial No.      |      | 2. Name             |                | 3. Cost Center Number |      | 4. LWOP Hours |                |                |     |      |
| 001847             |      | 25X1A<br>[REDACTED] |                | 01 200 V              |      |               |                |                |     |      |
| 5. OLD SALARY RATE |      |                     |                | 6. NEW SALARY RATE    |      |               |                | 7. TYPE ACTION |     |      |
| Grade              | Step | Salary              | Last Eff. Date | Grade                 | Step | Salary        | Effective Date | PSI            | LSI | ADJ. |
| GS 15              | 3    | \$16,695            | 09/            |                       |      |               |                |                |     |      |

8. Remarks and Authentication

JOB #

# COPIES

FREQUENCY

/ / NO EXCESS L  
/ / IN PAY STAT  
/ / LWOP STATUS  
CLERKS IN

138-B

4-

MONTHLY

DESCRIPTION

I CERTIFY THAT IN  
OF AN ACCEPTABLE

PERIODIC STEP INCREASE NOTICES ARE PREPARED  
60 - 90 DAYS IN ADVANCE. SUPPORTING CHECK LISTS  
ARE ALSO SUPPLIED.

SIGNATURE:

PAY CHANCE NOTIFICATION

SECRET

SECRET

ATTACHMENT B

35X1A

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SECRET

100E

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## NOTIFICATION OF PERSONNEL ACTION

OCS 10/31/67

|   |  |   |   |
|---|--|---|---|
| 1. SERIAL NUMBER<br><b>25X1A</b>                        |  | 2. NAME (LAST-FIRST-MIDDLE)<br><b>HELMS RICHARD</b>     |   |
| 3. NATURE OF PERSONNEL ACTION<br><b>REASSIGNMENT</b>    |  | 4. EFFECTIVE DATE<br>MO. DA. YR.<br><b>10   31   67</b> | 5. CATEGORY OF EMPLOYMENT                                     |
| 6. FUNDS  | <input checked="" type="checkbox"/> V TO V | <input type="checkbox"/> V TO CF                        | 7. FINANCIAL ANALYSIS NO. CHARGEABLE<br><b>8210 1010 0000</b> |
|   | <input type="checkbox"/> CF TO V           | <input type="checkbox"/> CF TO CF                       |   |
| 9. ORGANIZATIONAL DESIGNATIONS<br><b>DCI/OFF OF DCI</b> |  | 10. LOCATION OF OFFICIAL STATION<br><b>WASH., D.C.</b>  |   |
| 11. POSITION TITLE<br><b>DIRECTOR</b>                   |  | 12. POSITION NUMBER<br><b>0001</b>                      | 13. CAREER SERVICE DESIGNATION<br><b>D</b>                    |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)<br><b>PL</b> | 15. OCCUPATIONAL SERIES<br><b>0000.01</b>  | 16. GRADE AND STEP<br><b>19</b>                         | 17. SALARY OR RATE  |

18. REMARKS

| Job # | # Copies | Prog # | Frequency |
|-------|----------|--------|-----------|
|-------|----------|--------|-----------|

|      |           |          |          |
|------|-----------|----------|----------|
| 100E | 5 - 1150B | P-03B-03 | Periodic |
|------|-----------|----------|----------|

SIGN

Description

Notification of Personnel Action (Short  
Forms, computer generated)

Form 11503  
7-66 MFO. 9-66Use Previous  
Edition

35X1A

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~~SECRET~~

[illegible]

| JOB # | # COPIES | PROG # | FRE |
|-------|----------|--------|-----|
| 1     | 1        | 1      | 1   |
| 2     | 1        | 2      | 1   |
| 3     | 1        | 3      | 1   |
| 4     | 1        | 4      | 1   |
| 5     | 1        | 5      | 1   |
| 6     | 1        | 6      | 1   |
| 7     | 1        | 7      | 1   |
| 8     | 1        | 8      | 1   |
| 9     | 1        | 9      | 1   |
| 10    | 1        | 10     | 1   |
| 11    | 1        | 11     | 1   |
| 12    | 1        | 12     | 1   |
| 13    | 1        | 13     | 1   |
| 14    | 1        | 14     | 1   |
| 15    | 1        | 15     | 1   |
| 16    | 1        | 16     | 1   |
| 17    | 1        | 17     | 1   |
| 18    | 1        | 18     | 1   |
| 19    | 1        | 19     | 1   |
| 20    | 1        | 20     | 1   |
| 21    | 1        | 21     | 1   |
| 22    | 1        | 22     | 1   |
| 23    | 1        | 23     | 1   |
| 24    | 1        | 24     | 1   |
| 25    | 1        | 25     | 1   |
| 26    | 1        | 26     | 1   |
| 27    | 1        | 27     | 1   |
| 28    | 1        | 28     | 1   |
| 29    | 1        | 29     | 1   |
| 30    | 1        | 30     | 1   |
| 31    | 1        | 31     | 1   |
| 32    | 1        | 32     | 1   |
| 33    | 1        | 33     | 1   |
| 34    | 1        | 34     | 1   |
| 35    | 1        | 35     | 1   |
| 36    | 1        | 36     | 1   |
| 37    | 1        | 37     | 1   |
| 38    | 1        | 38     | 1   |
| 39    | 1        | 39     | 1   |
| 40    | 1        | 40     | 1   |
| 41    | 1        | 41     | 1   |
| 42    | 1        | 42     | 1   |
| 43    | 1        | 43     | 1   |
| 44    | 1        | 44     | 1   |
| 45    | 1        | 45     | 1   |
| 46    | 1        | 46     | 1   |
| 47    | 1        | 47     | 1   |
| 48    | 1        | 48     | 1   |
| 49    | 1        | 49     | 1   |
| 50    | 1        | 50     | 1   |
| 51    | 1        | 51     | 1   |
| 52    | 1        | 52     | 1   |
| 53    | 1        | 53     | 1   |
| 54    | 1        | 54     | 1   |
| 55    | 1        | 55     | 1   |
| 56    | 1        | 56     | 1   |
| 57    | 1        | 57     | 1   |
| 58    | 1        | 58     | 1   |
| 59    | 1        | 59     | 1   |
| 60    | 1        | 60     | 1   |
| 61    | 1        | 61     | 1   |
| 62    | 1        | 62     | 1   |
| 63    | 1        | 63     | 1   |
| 64    | 1        | 64     | 1   |
| 65    | 1        | 65     | 1   |
| 66    | 1        | 66     | 1   |
| 67    | 1        | 67     | 1   |
| 68    | 1        | 68     | 1   |
| 69    | 1        | 69     | 1   |
| 70    | 1        | 70     | 1   |
| 71    | 1        | 71     | 1   |
| 72    | 1        | 72     | 1   |
| 73    | 1        | 73     | 1   |
| 74    | 1        | 74     | 1   |
| 75    | 1        | 75     | 1   |
| 76    | 1        | 76     | 1   |
| 77    | 1        | 77     | 1   |
| 78    | 1        | 78     | 1   |
| 79    | 1        | 79     | 1   |
| 80    | 1        | 80     | 1   |
| 81    | 1        | 81     | 1   |
| 82    | 1        | 82     | 1   |
| 83    | 1        | 83     | 1   |
| 84    | 1        | 84     | 1   |
| 85    | 1        | 85     | 1   |
| 86    | 1        | 86     | 1   |
| 87    | 1        | 87     | 1   |
| 88    | 1        | 88     | 1   |
| 89    | 1        | 89     | 1   |
| 90    | 1        | 90     | 1   |
| 91    | 1        | 91     | 1   |
| 92    | 1        | 92     | 1   |
| 93    | 1        | 93     | 1   |
| 94    | 1        | 94     | 1   |
| 95    | 1        | 95     | 1   |
| 96    | 1        | 96     | 1   |
| 97    | 1        | 97     | 1   |
| 98    | 1        | 98     | 1   |
| 99    | 1        | 99     | 1   |
| 100   | 1        | 100    | 1   |

103H. 1 P-23A  
(EACH AGENCY DIRECTORATE  
IS REPORTED SEPARATELY).

### DESCRIPTION

AGENCY SUMMARY - STAFFING COM

(5)

35X1A

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OFFICE OF PERSONNEL  
COMPUTER PRODUCED REPORTS HANDLED BY SRB  
AS OF 22 SEPTEMBER 1970

| PROJECT TITLE                                      | PROJECT NAME | NUMBER OF REPORTS |
|--|--------------|-------------------|
| I REPORTS DISTRIBUTED BUT NOT USED BY SRB:         |              |                   |
| A. Contract Personnel Accounting                   | PERCON       | 26                |
| B. Credit Union                                    | CREDUNION    | 5                 |
| C. Personnel Hospitalization                       | PERSHOSP     | 24                |
| D. Personnel Insurance                             | PERSINS      | 33                |
| E. Personnel Honors, Awards, Merits                | PERHAM       | 5                 |
| TOTAL  |              | 93                |
| II REPORTS DISTRIBUTED AND/OR REFERENCED BY SRB:   | PMEND        | 561               |
| III TOTAL COMPUTER PRODUCED REPORTS HANDLED BY SRB |              | 654               |
| IV REPORTS MANUALLY PREPARED BY SRB                |              | 52                |
| V TOTAL COMPUTER AND MANUALLY PREPARED REPORTS     |              | 709               |

Statistical Reporting Branch

|   | Frequency   |
|---|-------------|
| Agency Grade Distribution by Office   | Monthly     |
| " " " by SD   | Quarterly   |
| " " " Location  | "           |
| Agency Selected Changes (Ceiling & In process)                                | Monthly     |
| Agency on duty strength   | "           |
| Assignment of Support Career Service Personnel                                | Quarterly   |
| Bi Weekly Ceiling Status Report   | Bi-weekly   |
| Career Service Grade Authorization  | Monthly     |
| Career Training Program Separations   | Quarterly   |
| Civilian & Military Departmental on duty Strength                             | Monthly     |
| Civilian & Military Details Who EOD'd   | Weekly      |
| Civilian & Military Details Who Separated                                     | "           |
| Clandestine Service Grade Distribution  | Monthly     |
| Clandestine Service Gains and Losses  | "           |
| Clandestine Service Separations   | "           |
| Characteristics of On Duty Professional Staff Personnel                       | Quarterly   |
| Combined Civilian & Military Personnel Status Report (Over/Under Ceiling)     | Monthly     |
| Combined Civilian & Military Personnel Status Report                          | "           |
| Credit Union Report of Agency Re-hires  | "           |
| Difference Between Agency On Duty Strength and Authorized FY 1971 Ceiling     | "           |
| Eyes Only Combined Civilian & Military Status Report                          | "           |
| Fitness Report Ratings  | Annual      |
| Married Couples Employed in Agency  | "           |
| Minority Group Study  | "           |
| Non-Ceiling Personnel Categories  | Quarterly   |
| Office of Personnel On Duty Strength  | Weekly      |
|   | Quarterly   |
| Personnel Strength Quarterly Statistical Review (Abbreviated)                 | Quarterly   |
| Photostats (Agency Strength Tables)   | Monthly     |
| Placement Progress Charts   | Monthly     |
| Quality Step Increase by SD   | Fiscal Year |
| Quality Step Increase by Office   | "           |
| Quarterly Gains and Losses  | Monthly     |
| Recruiter's Codes   | Unscheduled |
| Report on Federal Women Employees in Higher Positions                         | Annual      |
| S-I-R Reports (Positions & Employees Other than D SD Assigned to DDP Offices) | Monthly     |
| SD-SS Staff Personnel Grade Distribution                                      | "           |

25X1A

Frequency

SRB, continued

Supergrade Status Changes  
 Support Service s Staff Personnel GS-14 and  
 above  
 Security Cancellations & Civilian Accessions  
 Separations - Factor - Office  
 Separations - Office  
 Civilian Separations - Factor - SD  
 Separations - SD - Grade  
 Data on Where Separations Are Going from CIA  
 Promotions - SD - Grade  
 Promotions - Office - Grade  
 On Duty - SD - Grade  
 Civilian Gains & Losses - Office  
 Accessions - Office - Grade  
 Accessions - SD - Grade  
 On Duty - Office - Grade  
 Grade Distribution - Office - FY  
 Promotion Rates - SD - Grade - FY  
 Grade Distribution - SD - FY

Monthly

"

"

Annual

"

"

"

"

"

"

"

"

"

"

"

"

"

"

TOTAL REPORTS

55

Next 3 Page(s) In Document Exempt

Name: Last, First Middle

TO: All C. I. A. Personnel  
FROM: Personnel Director  
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

25X1A

  
George E. Meloon  
Personnel Director

- 199 -  
SECRET

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PERSONNEL QUALIFICATION QUESTIONNAIRE

|  |   |  |                    |
|--|---|--|--------------------|
| 1. Serial No.<br>(no entry)  | 2. NAME: (last) (first) (middle)  |  | 3. Office          |
| 4. Date of Birth   | 5. Sex: <input type="checkbox"/> male (1)<br><input type="checkbox"/> female (2)  | Martial Status <input type="checkbox"/><br>Nr. Dependents <input type="checkbox"/> | 6. CIA Entry Date: |
| 7. Citizenship:<br><input type="checkbox"/> U.S.<br><input type="checkbox"/> Other | 8. Acquired By: (1) <input type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization<br>(4) <input type="checkbox"/> Other (specify)<br>Year U.S. citizenship acquired, if not by birth _____ |  |                    |

SEC. I. EDUCATION

1. Extent: (circle one)

- |  |   |                   |
|--|---|-------------------|
| 1. Less than high school                               | 4. Two years college, or less                   | 8. Masters degree |
| 2. High school graduate                                | 5. Over two years, no degree                    | 9. Doctors degree |
| 3. Trade, Business or<br>Commercial school<br>graduate | 6. Bachelor degree                              |                   |
|  | 7. Post-graduate study<br>(minimum 8 sem. hrs.) |                   |

2. College or University Study:

| Name and location of<br>College or University | Major | Minor | Dates att'd |    | Yrs Compl |       | Degree Recd |      | Sem<br>Hrs |
|---|-------|-------|-------------|----|-----------|-------|-------------|------|------------|
|   |       |       | From        | To | Day       | Night | Title       | Date |            |
|   |       |       |             |    |           |       |             |      |            |
|   |       |       |             |    |           |       |             |      |            |
|   |       |       |             |    |           |       |             |      |            |
|   |       |       |             |    |           |       |             |      |            |

3. Trade, Commercial, and Specialized Training:

| School | Attendance Dates |    |           | Study or Specialization |
|--------|------------------|----|-----------|-------------------------|
|        | From             | To | Tot. mo's |                         |
|        |                  |    |           |                         |
|        |                  |    |           |                         |

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

| School | Attendance Dates |    |           | Study or Specialization |
|--------|------------------|----|-----------|-------------------------|
|        | From             | To | Tot. mo's |                         |
|        |                  |    |           |                         |
|        |                  |    |           |                         |
|        |                  |    |           |                         |

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## SEC. II. WORK EXPERIENCE

CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

|                                    |                                  |
|------------------------------------|----------------------------------|
| From _____ To _____ Tot. mos. ____ | Description of Duties: _____     |
| Grade _____ Salary _____           |                                  |
| Office _____                       |                                  |
| Position _____                     |                                  |
| Title: _____                       |                                  |
| Duty _____                         |                                  |
| Title: _____                       | Duty Station, if overseas: _____ |
| From _____ To _____ Tot. mos. ____ | Description of Duties: _____     |
| Grade _____ Salary _____           |                                  |
| Office _____                       |                                  |
| Position _____                     |                                  |
| Title: _____                       |                                  |
| Duty _____                         |                                  |
| Title: _____                       | Duty Station, if overseas: _____ |
| From _____ To _____ Tot. mos. ____ | Description of Duties: _____     |
| Grade _____ Salary _____           |                                  |
| Office _____                       |                                  |
| Position _____                     |                                  |
| Title: _____                       |                                  |
| Duty _____                         |                                  |
| Title: _____                       | Duty Station, if overseas: _____ |
| From _____ To _____ Tot. mos. ____ | Description of Duties: _____     |
| Grade _____ Salary _____           |                                  |
| Office _____                       |                                  |
| Position _____                     |                                  |
| Title: _____                       |                                  |
| Duty _____                         |                                  |
| Title: _____                       | Duty Station, if overseas: _____ |

- 201 -

2

SECRET

Security Information

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

## Security Information

S. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

|  |  |
|--|--|
| From _____ To _____ Tot.mo's _____<br>Classification Grade(if in Federal Service) _____ Salary _____<br>Number and Class of Employees Supervised: _____<br>Employer _____<br>Kind of Business or organization (i.e., paper products mfr, public utility) _____ | Exact Title of your position _____<br>Description of Duties: _____<br>_____<br>_____<br>_____<br>Duty Station if overseas: _____ |
| From _____ To _____ Tot.mo's _____<br>Classification Grade(if in Federal Service) _____ Salary _____<br>Number and Class of Employees Supervised: _____<br>Employer _____<br>Kind of Business or organization (i.e., paper products mfr, public utility) _____ | Exact Title of your position _____<br>Description of Duties: _____<br>_____<br>_____<br>_____<br>Duty Station if overseas: _____ |
| From _____ To _____ Tot.mo's _____<br>Classification Grade(if in Federal Service) _____ Salary _____<br>Number and Class of Employees Supervised: _____<br>Employer _____<br>Kind of Business or organization (i.e., paper products mfr, public utility) _____ | Exact Title of your position _____<br>Description of Duties: _____<br>_____<br>_____<br>_____<br>Duty Station if overseas: _____ |
| From _____ To _____ Tot.mo's _____<br>Classification Grade(if in Federal Service) _____ Salary _____<br>Number and Class of Employees Supervised: _____<br>Employer _____<br>Kind of Business or organization (i.e., paper products mfr, public utility) _____ | Exact Title of your position _____<br>Description of Duties: _____<br>_____<br>_____<br>_____<br>Duty Station if overseas: _____ |
| From _____ To _____ Tot.mo's _____<br>Classification Grade(if in Federal Service) _____ Salary _____<br>Number and Class of Employees Supervised: _____<br>Employer _____<br>Kind of Business or organization (i.e., paper products mfr, public utility) _____ | Exact Title of your position _____<br>Description of Duties: _____<br>_____<br>_____<br>_____<br>Duty Station if overseas: _____ |

SECRET

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|    |                              |    |                              |
|----|------------------------------|----|------------------------------|
| 01 | U.S. Secret Service          | 24 | Air Force A-2                |
| 02 | Civil Police                 | 25 | Foreign Economic Admin.      |
| 03 | Military Police              | 26 | Counter Intelligence Corps   |
| 04 | U.S. Border Patrol           | 27 | Immigration & Naturalization |
| 05 | U.S. Narcotics Squad         | 28 | Strategic Services Unit      |
| 06 | FBI                          | 29 | Foreign Service, State Dept. |
| 07 | Criminal Investigation Div.  | 30 | Central Intelligence Group   |
| 21 | Office of Naval Intelligence | 31 | Armed Forces Security Agency |
| 22 | Office of War Information    | 32 | Coordinator of Information   |
| 23 | Army G-2                     | 33 | Office of Facts & Figures    |
| 20 | Office of Strategic Services | 34 | Board of Economic Warfare    |
|    |                              | 35 | Federal Communications Comm. |

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

[illegible]

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein

**\*\*Specialized Language Competence:** Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality.

## C. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

| Country or Region | Dates of Residence, Study Etc. | Manner in Which Knowledge Was Aquired (check (X) one) |        |       |
|-------------------|--------------------------------|---|--------|-------|
|                   |                                | Residence   | Travel | Study |
|                   |                                |   |        |       |
|                   |                                |   |        |       |
|                   |                                |   |        |       |
|                   |                                |   |        |       |
|                   |                                |   |        |       |

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

| Country | Type of Knowledge | How and When Gained |
|---------|-------------------|---------------------|
|         |                   |                     |
|         |                   |                     |
|         |                   |                     |
|         |                   |                     |
|         |                   |                     |

## SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

| Skill   | Per Cent of Time Used | Not Used | WPM (Approximate Proficiency) | Prefer Assignment Using Skill Oftener |
|---|-----------------------|----------|-------------------------------|---------------------------------------|
| Typing  | 1.                    | 2.       |                               | 1. Yes 2. No                          |
| Shorthand   | 1.                    | 2.       |                               | 1. Yes 2. No                          |
| Shorthand System: 1. Manual 2. Machine 3. Speedwriting. |                       |          |                               |                                       |

## SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

|   |   |
|---|---|
| 1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. _____ | 2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. |
|   |   |
|   |   |

## SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

|  |
|--|
| List any professional or academic associations or honorary societies in which you hold membership. _____ |
|  |
|  |

VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

| Device | Patented |        |
|--------|----------|--------|
|        | (1) Yes  | (2) No |
|        | (1) Yes  | (2) No |
|        | (1) Yes  | (2) No |

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

| Type of Test | Date Taken |
|--------------|------------|
|              |            |
|              |            |
|              |            |

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

|  |
|--|
|  |
|  |
|  |
|  |

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour \_\_\_\_ (2) 4 year Tour \_\_\_\_ (3) Not interested \_\_\_\_.

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

97. XIV. MILITARY STATUS

- ### .. Present Draft Status

Present Draft Status  
Have you registered under the Selective Service Act of 1948?      Yes      No.

If yes, indicate your present draft classification.

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status      Yes      No.

If yes, complete the following.

1. National Guard

2. Air National Guard

3. Active Reserve Status (member of organized unit)

- #### 4. Inactive Reserve Status

Service \_\_\_\_\_ Grade \_\_\_\_\_ Location \_\_\_\_\_

Reserve Unit with which currently affiliated \_\_\_\_\_

Service Mobilization Assignment, if any \_\_\_\_\_

Location of Service Records, if known \_\_\_\_\_

## SEC. XV. CIA TRAINING

XV. CIA TRAINING  
List the training courses or subjects you have taken while in the CIA.

[illegible]

## SEC. XVI. REMARKS

XVI. REMARKS  
Use this space to indicate any other qualifications you may have which you do not describe above.

[illegible]

THE

SIGNATURE \_\_\_\_\_

- 206 -  
SECRET

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10 June 1955

## MEMORANDUM FOR THE RECORD

SURVEY: Qualifications Analysis Branch, Personnel Assignment Division.

25X1A

BY - [REDACTED]

## TABLE OF CONTENTS

|   | <u>Page</u> |
|---|-------------|
| 1. Summary . . . . .  | 1           |
| 2. Functions . . . . .  | 1           |
| 3. General Procedures . . . . .                               | 1           |
| .01 Routing of Applicant Files . . . . .                      | 1           |
| .02 Coding Applicant and Employee Qualifications . . . . .    | 3           |
| .03 Preparation and Use of Qualifications Registers . . . . . | 5           |
| .04 Coding Fitness Reports . . . . .                          | 6           |
| .05 Preparation of Requirements Cards . . . . .               | 6           |
| .06 Preparation of Agency Vacancy Report . . . . .            | 8           |
| 4. Staff and Work Load . . . . .                              | 9           |
| .01 Staffing . . . . .  | 9           |
| .02 Work Load Analysis . . . . .                              | 9           |

AVIC 800W

- 207 -

SECRET

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Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

1. Summary:

.01 Procedures: In general, the procedures are logical and adequate. The problem of keeping employee qualifications cards up to date needs careful attention to avoid an excessive work load. The coding of fitness reports is of questionable value; 6000 are already coded.

.02 Staff and Work Load: The work load is decreasing, yet the Division has requested an increase of 2 positions. It is recommended that the T/C for the branch remain at 7 positions. It is possible that the branch chief and the principal assistant are under-graded.

2. Functions:

The Chief, Qualifications Analysis Branch, under the general supervision of the Chief, Personnel Assignment Division, shall:

.01 Receive, analyse, route and determine disposition of applicant files.

.02 Code employee and consultant qualifications and maintain current qualifications registers.

.03 Determine criteria for and code those applicant files considered of potential value to the Agency.

.04 Provide, upon request, lists of employees or applicants with specific qualifications.

.05 Provide coding services within the limits of available personnel, to the Office of Personnel. (This must be checked as to accuracy and justification.)

.06 Copy requirements from Forms 52 to prepare and disseminate requirements cards for external recruitment.

.07 Code Fitness Reports. (Is there any need to do this?)

3. General Procedures:

.01 Routing of Applicant Files:

a. This job is done by the branch chief.

b. Applications and related papers go to the Applicant File Section, Records and Services Division. Usually, the AFS waits until it receives an interview report, application and personal history statement and

- 208 -

SECRET

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OFFICE OF PERSONNEL

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9



SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

then sends the package to Qualifications Analysis Branch. Exceptions are: (1) if an interview report says "please shop without application", it will be sent to QAB; (2) an inquiry or form 57 (Federal Government Application for Employment) will be routed to QAB for decision whether to request proper forms or write a letter of rejection.

c. The Chief, QAB personally checks the data and decides to whom each file should be sent. This gives him considerable responsibility. It is possible for him to negate the efforts of the recruiter, temporarily. He may route the file to an operating official or to a placement officer or he may send the case to the Correspondence Branch to write a reject letter or to request any missing forms. As stated above, he will receive interview reports without an application or FHS if the recruiter marks it for immediate attention. If advisable, he will then send an interview report to an operating official or placement officer. However, many officials will not examine a file until the interview report, application and FHS are all present. Note that the decision to shop an interview report alone is still made by the QAB chief but that the recruiter's request assures his careful consideration. If the recruiter includes information as to where in the Agency he recommends the case be shopped, it will assist the QAB chief (example: if the one place named by the recruiter has just informed QAB they have no more recruitment plans, then shopping a report there is no longer advisable).

d. As a check on all his actions, each recruiter may ask, on his next visit to headquarters (3 to 5 months apart), what disposition was made of a file. This permits the recruiter, eventually, to see that his cases get full consideration. It also helps educate both the QAB chief and the recruiter of current Agency needs and the procedures for processing applications.

e. If an application is to be rejected, the QAB chief decides whether or not the applicants' qualifications are such that he may be wanted later. If he decides they are, the file is coded as explained in section .02 below. The file folder is then stamped "coded". If subsequent information is received which makes the applicant ineligible for consideration, the code card is destroyed and the "coded" stamp on the file is crossed off. Uncoded files are destroyed by AFS after two years. Coded files are retained.

f. No record of files or routings is kept by the QAB. This is done by AFS through which the file is routed so a charge-out record can be made.

g. Comments:

1/ This job, by its nature a bottleneck, requires someone who can work rapidly and make sound decisions. The incumbent, [REDACTED] is 25X1A a former recruiter from the departmental branch of Personnel Procurement Division. Experience such as can be gained there seems essential for this job. It is likely that the breadth of experience would be lacking if this position were filled by the ranking code clerk of the branch. The main difficulty to filling a QAB chief or deputy position by former recruiters is that the position of chief is grade GS 11 and most successful recruiters (outside the Clerical Recruitment Branch) are above that grade.

-2-

- 209 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

2/ As the job demands action each day, an assistant should be available to take over in the absence of the branch chief. The job seems to be the type that must be done each day for adequate current knowledge, therefore, the assistant should share the work with the chief.

3/ Perhaps the Applicant File Section is sufficiently close to the QAB for effective operation. On the basis of the survey of only the QAB, it seems advisable to attach AFS to QAB. This might cut down on the time now taken to route all files via AFS. However, this specific problem could be solved by sending a carbon copy of the route slip to AFS and sending the file directly to the addressee.

.02 Coding Applicant and Employee Qualifications:

a. Purpose and Method: The qualifications of applicants and employees are posted in numerical code to forms 37-150 Employee Qualification Code Sheet. These are sent to the Machine Records Division and three IBM cards are punched from each sheet. These cards are used to list registers of people with certain qualifications and for machine-searching and listing people with special qualifications. They have continuing use in locating needed applicants and employees and are an important potential source of information for rapid expansion of the Agency (war planning).

b. What Applicant Files Should be Coded: This decision is made, for each case, by the QAB chief. If subsequent information on a coded case is developed, he may cancel the code record. Coded files are stamped "coded" and are retained indefinitely by Applicant Files Section. Uncoded files are destroyed after two years.

The QAB chief was asked what criteria were used in deciding which applicant files should be coded. He replied that he simply uses his own judgment but that he plans to discuss this with Division Chief [REDACTED] and to develop criteria with him.

c. Coding Employee Files: All staff employee files are to be coded. All new employees are coded currently and old employees are nearly all coded. Their status, by groups, follows:

1/ Headquarters and U. S. Field: All but 870 are coded. Of these, Security Office employees are a special group of some 300. The qualifications questionnaire for these employees was completed according to requirements except that a code number was given instead of the employee name. This made it impossible to locate and examine a file for these employees without first requesting the true name from the Security Office, thus in effect obtaining permission from S.O. before checking a file on any employee assigned there. The former branch chief, [REDACTED], decided that such information without true names was not worth coding and the questionnaires have, therefore, never been coded. On June 1, 1955, a representative of the S.O. came to QAB to review the status of coding of their employees and stated he would recommend to the chief, S.O. that the true names be supplied. The writer recommended that the branch chief report this problem to his division chief and request instructions.

-3-

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

2/ Staff Agents are coded by the Contract Personnel Division.

3/ Overseas employees are given questionnaires upon their return to headquarters. Their qualifications are then coded and included with other employees. This means that most employees who are at present overseas will not be included in machine runs until they return from their assignments.

4. Source Record and Information Coded: Current employees have completed and new employees complete, during their SOI indoctrination, qualifications questionnaires. The information is coded and posted from these questionnaires to form 37-150, Employee Qualification Code Sheet. The personal history statement is being revised at the present time (Mr. Montague of Plans Staff has the assignment). The new form is being designed to permit coding qualifications directly from it, thus eliminating the qualifications questionnaire. The following information is obtained (as of 1 June 1955).

Serial number  
Name  
Date coded  
Office  
date of birth  
sex  
E.O.D. date  
citizenship  
extent of education (1 code number)  
bachelor degree  
    - major  
    - College  
Masters degree  
    - major  
    - college  
doctor's degree  
    - major  
    - college  
    - minor  
year highest degree received  
other  
School  
CIA work experience (current position and two others)  
special work experience  
steno  
license  
hobbies, sports, etc.  
physical handicaps  
overseas status: intention and ability to go C/S  
grade  
military status  
civilian and military experience (primary, and space for 4 others)  
foreign languages (space for 5)  
area knowledge (space for 5)

-4-

SECRET

- 211 -

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

25X9      c. Keeping Employee Qualifications Up-to-Date: As explained in the next section of this report, there are [redacted] cards for some [redacted] employees. To be useful, these cards must be kept up to date. Periodically, therefore, additional employee experience and training must be coded and included in the punch cards. This can be done by use of the qualifications questionnaire, or perhaps by returning the original PLS or qualifications questionnaire and requesting that only additional information be entered on a new questionnaire. Thus, only those employees having pertinent additional qualifications would have to be recoded and have cards repunched.

25X9

X      The QAB chief intends to determine, with the division chief, how often qualifications should be brought up to date. So far emphasis has been placed on setting up cards for all employees. Procedures for keeping the cards up to date are not yet written.

The above task would probably affect a small percentage of the total employees each period of revision. It will be seen, however, that the cards are designed to show current CIA work experience, or assignment, and grade. These data will change each revision period for the great majority of employees and will represent a substantial continuing work load if they must be coded and hand-punched into the cards. The QAB chief believes it is not possible to transfer these data from other IBM cards (employee status card or payroll card) automatically.

7      It is recommended that this possibility should be studied thoroughly. With adequate card design it should be possible to collate conversion code cards into one of the existing sets of cards containing grade and current assignment and automatically punch the revised information into the qualifications cards. [redacted] hopes to study this problem.

25X1A

### .03 Preparation and Use of Qualifications Registers:

a. Machine Runs Requested: Placement officers and operating officials frequently request "machine runs" of all employees with specific qualifications. Qualifications most frequently requested are area knowledge, language knowledge (with degree of proficiency stated) and present grade. Many additional items of information are requested. The basic procedure is to machine-select the cards of employees with the main qualifications required and machine-list their names and coded qualifications. The official personnel folders are then obtained for the employees on the list (or "run") and each folder is examined to see if the employee has other needed or desired qualifications. A reduced list (eliminating those whose folders reveal they are not qualified) is then prepared and sent, together with the official personnel folders, to the requester of the machine run.

*Jan. 1961*  
b. Qualifications Registers: It is more practicable to run in advance a series of lists of employees by basic qualifications and to search these lists manually when a machine run request is received. Sixteen lists, or qualifications registers, are run each month and over 90% of machine run requests are filled by searching the registers. The title "machine run" is

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✓  
actually used to apply to any list prepared in QAB, whether actually by a machine listing or by typing a list obtained from searching through a register. Most actual machine runs are limited to requests for employees with such general qualifications that the list will be very large. In such cases a machine-prepared list can be obtained faster than a manually-prepared one.

25X9  
X  
The three cards per employee described above are expanded into an average of 7 by reproducing the same data into different card fields. The result is a set of [redacted] cards for about [redacted] employees. This should be examined. It was discussed with [redacted] and he confirms the opinion of the writer that it is usually possible to design the cards and wire the machines so that the basic cards will serve without the expansion from 3 to 7 cards.

25X9  
25X1A

✓  
X  
.04 Coding Fitness Reports: Information in employee fitness reports is also being coded and punched into IBM cards. The uses of these data are not known to the QAB.

X  
It is doubtful whether effective uses can be found. A manual examination will show many fitness reports are internally inconsistent.

.05 Preparation of Requirements Cards:

C  
a. Source Document: Requests for new personnel are sent to the QAB via Position Inventory Control in Records and Services Division on forms 52, Request for Personnel Action.

b. Routed to a Placement Officer: The form is routed to the applicable placement officer. He decides whether the need can be filled from within, and may request a machine run of qualified employees in the process. If it cannot be filled from within, the placement officer checks on the accuracy of the job qualifications description, assigns the priority (urgent, regular or opportunity) and returns the form 52 to QAB for initiation of outside recruitment.

c. Routed to Personnel Procurement Division: The form is then routed to the Chief, Specialized Recruitment Branch, PRD. He checks it for adequacy from the recruiter's point of view, recommending expansion or clarification when necessary.

This also gives him advance notice of cards which he will receive about 4 weeks later (see comments below). Of those types of positions which are most difficult to fill, he can thus send advance notice to his recruiters via his weekly newsletter.

d. Cards are Prepared and Distributed: The forms are accumulated and about every three weeks they are copied without change onto a Dupli-mat master and sent to Printing and Reproduction for preparation, by Multilith, of 60 cards for each recruitment request (form 52).

-6-

SECRET

- 213 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Each master has space for 8 cards. A special small-type typewriter is used. The cards are 3x5 inches and are usually filled with information. Some 5 to 10% of the cases take 2 or 3 cards and in the great majority of these cases an increase of card size from 3x5 to 4x6 would not be sufficient to eliminate the second card.

The reproduction takes from 3 to 9 days; the average is 5.

Copies of the cards are distributed to the placement officers, the division chief, the division and branch chiefs in Personnel Procurement Division and to each recruitment officer.

Previously, the qualification descriptions were edited by QAB but the Personnel Procurement Division has requested that they be copied without change. The recruiter finds the operator's description of needed qualifications to be of greater use than the rewritten description.

e. Cancellation of Cards: Each card has a serial number. Holders of cards are notified of cancellations on a 3x5 card marked "cancelled" and listing the applicable serial numbers.

Getting prompt notice of cancellations is reported to be difficult. The information is received from placement officers who seem to consider this a duty of lesser importance. Obviously, effective recruitment production can be achieved only by keeping the requirements accurate and cancellations timely.

About 4 times a year, as a check, a list of the serial numbers of all current cards is sent out.

f. Comments:

1/ Time taken to prepare cards: Note the average time from receipt of the form 52 to distribution is 4 weeks. As the average number of new cards per month is only 18, this operation takes only part of the time of one clerk. The QAB was under the impression that a time of 4 weeks was acceptable because no objections had been received. But recruitment efforts start when cards are received by recruiters and in-process time should, therefore, be kept to a minimum. [REDACTED] Division Chief, was advised to instruct the branch to type cards and send them to Printing and Reproduction every week, instead of every three weeks. [REDACTED] has asked Printing and Reproduction if the work can be speeded by having it done in L Building instead of in the main plant in [REDACTED]. The results of the request will be made known to the division and branch chiefs. It is estimated these changes will cut the 4-week time interval to 1 1/2 to 2 weeks.

2/ Use of Standard Cards: For certain jobs, standard requirements cards have evolved and new requests simply refer to the serial number assigned to the standard card. Examples: Junior Officer Trainees, messengers, Commo technicians, typists. Many more standard cards could be developed but the low volume of all cards makes this a minor problem.

-7-

SECRET

- 214 -

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

3/ Requirements Cards and Classification Job Descriptions:

Where cards have proven to be effective descriptions for recruitment purposes, it is doubtful if a job description for classification purposes can do better than copy the information into the section on qualifications required. QAB is unaware of any tie-in on this subject with the Classification and Wage Division.

It is particularly illuminating that recruiters found most qualification descriptions prepared by the operators to be of greater use than descriptions revised or edited by QAB. As reported in the memorandum on the survey of the Personnel Procurement Division, the descriptions of necessary qualifications which are contained in C&W job descriptions are of very little use for recruitment purposes. When the recruitment chief was pressed for a reason, he reported the C&W descriptions were unrealistic. It would appear that one statement of the qualifications needed for a job should be sufficient.

4/ Relations with Position Inventory Group: When it is known that a job will become vacant in the future, recruitment should begin at once. In such cases Position Inventory can only report there is no current vacancy. Also, when an expansion is contemplated, recruitment efforts should be initiated. Again, Position Inventory could only report "no current vacancy". It is doubtful if forms 52 for such cases should be routed through PI to QAB. This can be checked further when PI is surveyed.

When a form 52 is made out to fill a vacancy, however, it should contain the necessary information to permit cancellation of the requirement card ("cancels req. card #376", for example). Such action would assist QAB to cancel cards more rapidly. It was recommended to [REDACTED] that this possibility be explored.

25X1A

.06 Preparation of Agency Vacancy Report: Once each month QAB makes up a list of slot numbers of vacant positions above grade 5 by checking the current requirements cards. This list is divided by areas and sent to the secretaries of the placement officers. They add to the list any vacancies in the process of being filled from within the Agency and then prepare the Vacancy Report. It is dittoed. It lists, by organizational unit, the job title, grade or grade range, slot number, "PPD" if outside recruitment activity is in process or "FUD" if they are trying to fill the job from within and a short statement of the qualifications required. This statement averages 1/4 to 3/4 the size of the qualifications card. Note this is the third statement of required job qualifications to be found in the Office of Personnel. The report dated 4 April 1955 listed 243 positions and consisted of 39 pages, 8x10 1/2 inches.

Note this list is all the recruitment cards minus the cards for future vacancies (not a present vacancy) plus the vacancies being filled from within. It does not include vacancies which are not to be filled.

-8-

SECRET

- 215 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Copies of the Vacancy Report go to D/Pers., Chief PAD, Chief PPD, Chief CWD, branch chiefs of PPD and all placement officers.

Comment: This is a report from personnel office to its own members listing its current work. The uses made of the report have not been checked outside QAB. Within QAB the only use is to count the vacancies by organizational unit and send the count to [REDACTED] in the statistics unit of Records and Services Division. 25X1A

4. Staff and Work Load:

.01 Staffing:

| <u>Position</u>                          | <u>Grade</u> | <u>Total</u><br><u>On Hand</u> | <u>Requested</u> | <u>Recommended</u> |
|--|--------------|--------------------------------|------------------|--------------------|
| Br. Chief                                | 11           | 1                              | 1                | 1                  |
| Principal assistant                      | 9            | 1                              | 1                | 1                  |
| Qualifications analysts<br>(code clerks) | 7            | 4                              | 5                | 4                  |
| Qual. analyst trainee                    | 5            | 1                              | 1                | 0                  |
| Personnel Clerk                          | 4            | 1                              | 0                | 0                  |
| Clerk typist                             | 4            | 0                              | 1                | 1                  |
| Totals                                   |              | 8                              | 9                | 7                  |

.02 Work Load Analysis:

a. Chief and Assistant: As discussed in part 2, General Procedures, a chief and assistant are considered necessary for the bottleneck operation of receipt, review and routing of applicant files. It is recommended that Classification and Wage Division reanalyze the grades assigned to these jobs.

The assistant will often have time to assist in the review of files selected by a machine run.

Note in section 1 that it is recommended these positions should not be filled by promotion from within QAB.

b. Code Clerks: There has been no overtime in the last six months. The duties of the code clerks are to: code employee qualifications, applicant qualifications and fitness reports and to make machine runs, assist (if necessary) Applicant Files Section to pull the files of selected applicants and employees and review and analyze these files.

In the last 6 months, a monthly average of 138 employees' qualifications have been coded. This job for incumbents is virtually completed. QAB reports this job averages 20 minutes per employee. If an average of 18 per day is used (3 per hour for 6 hours), in a 22.5 work day month one coder can process 405 personal history statements. One hundred thirty eight

-9-

SECRET

- 216 -

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9



SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

25X9 per month would take 0.34 coders. Decisions have not been made on the procedure to use to keep these cards up to date. If the record is brought up to date for [REDACTED] employees per year and if the work takes  $\frac{1}{2}$  as long (10 minutes) this would take 0.62 coders.

In the last 6 months, a monthly average of 65 applicants' qualifications have been coded. Now that most all employees' qualifications have been coded, the coding of applicants' qualifications will probably be increased. FPD estimates 190 EOD's per month for 1955 (this is probably high, as reported in detail in the report on the FPD survey). QAB reports a coder can code an average of 30 applications per day. This is 675 per month. A half a clerk could do 340, which may be a liberal estimate of future requirements.

25X9

[REDACTED] fitness reports have been coded in the last six months, or those for about [REDACTED] employees. This should be in excess of needs for an adequate analysis of a report known to be experimental. QAB reports coding fitness reports averages 5 minutes per report.

25X9

25X9

25X9

An average of [REDACTED] per month for the last six months has thus taken the time of 0.62 coders. This time should be saved in the future, until a new fitness report is designed and the use of IBM cards for its analysis can be found practicable. (A manual analysis of the current fitness reports will show them to be internally inconsistent and, therefore, any statistical analyses of them are suspect.)

Qualifications analyses by machine runs and reviews of files have the following averages for the last six months:

|            | <u>runs</u> | <u>files examined</u> | <u>files referred</u> |
|------------|-------------|-----------------------|-----------------------|
| employees  | 18          | 508                   | 116                   |
| applicants | <u>9.5</u>  | <u>500</u>            | <u>120</u>            |
|            | 27.5        | 1008                  | 236                   |

During this period the volume has remained quite steady. With the expected reduction in fitness report coding, therefore, it would appear that the present staff should be able to do this work.

Summary

coders  
required

25X9

Coding new employees, 1/3 of volume for last six months

Recoding [REDACTED] employees/year

25X9

Coding [REDACTED] applications per month

Coders available for qualifications analyses

Present staff

25X9

X Four coders are, therefore, considered liberal for known future work load.

-10-

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

c. Clerk-Typist: The grade four position has been used for typing and a coder has been used for typing requirements cards. It is recommended that the position be established as clerk typist and that this person type the cards, too. It would be well to recruit a person for this job as a potential coder.

d. Code Clerk Trainee: In a unit this small, it is recommended that the T/O be established for coders and that when a trainee is used he occupy a coder position at a grade 5. Work load data do not justify the extra position.

-11-

SECRET

- 218 -

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

35X9

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

INSTRUCTION SHEET  
LANGUAGE DATA SHEET  
FORM NO. 444c

LANGUAGE DATA RECORD

Each individual will prepare at least ONE Language Data Record

GENERAL

25X1A

1. Notice [REDACTED] sets forth the objectives and purposes of the Language Development Program. Regulation [REDACTED] and other issuances in this series provide further details governing participation in the Program. This Language Data Record is the instrument by which the Organization maintains its register of language qualifications and affords persons who now possess proficiency in a foreign language the opportunity to participate in the program.

25X1A

INSTRUCTIONS

1. All persons who possess proficiency in any foreign language will complete ONE form for EACH language.
2. All persons who do NOT have proficiency in any foreign language will so indicate by checking item 5 of Part I and completing the certification in Part IV.
3. Your certification on this form constitutes your application for a "Maintenance Award." You will be eligible for an award 12 months from the date you complete the form provided that you meet the requirements which are set forth in Regulation [REDACTED] and other issuances in the same series.

25X1A

PART I GENERAL

Items 1 through 5 Self Explanatory.

PART II LANGUAGE ELEMENTS

Circle ONE and ONLY ONE number opposite the statement in EACH section of Part II which in your opinion most nearly applies to your command of that language element.

PART III EXPERIENCE AS TRANSLATOR OR INTERPRETER

Circle ONE and ONLY ONE number opposite the statement which describes your experience as a translator or interpreter.

PART IV CERTIFICATION

Sign and date the certification.

DETACH INSTRUCTION SHEET AND FORWARD COMPLETED FORM(S) TO YOUR ADMINISTRATIVE OFFICER.

(When Filled In)

|   |  |                         |  |  |
|---|--|-------------------------|--|--|
| (1-6)   |  | LANGUAGE DATA RECORD    |  |  |
| PART I-GENERAL  |  |                         |  |  |
| 1. NAME (Last-First-Middle)   |  | (7-24)                  |  | 2. DATE OF BIRTH (25-30)   |
|   |  |                         |  | MONTH DAY YEAR   |
| 3. LANGUAGE (31-33)   |  | 4. TODAY'S DATE (34-39) |  | 5.   |
|   |  | MONTH DAY YEAR          |  | <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE |
| PART II-LANGUAGE ELEMENTS   |  |                         |  |  |
| SECTION A.  |  | Reading (40)            |  |  |
| 1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.   |  |                         |  |  |
| 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.   |  |                         |  |  |
| 3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.   |  |                         |  |  |
| 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.   |  |                         |  |  |
| 5. I HAVE NO READING ABILITY IN THE LANGUAGE.   |  |                         |  |  |
| SECTION B.  |  | Writing (41)            |  |  |
| 1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.                                |  |                         |  |  |
| 2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY. |  |                         |  |  |
| 3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.  |  |                         |  |  |
| 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.   |  |                         |  |  |
| 5. I CANNOT WRITE IN THE LANGUAGE.  |  |                         |  |  |
| SECTION C.  |  | Pronunciation (42)      |  |  |
| 1. MY PRONUNCIATION IS NATIVE.  |  |                         |  |  |
| 2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.   |  |                         |  |  |
| 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.  |  |                         |  |  |
| ( MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.   |  |                         |  |  |
| 5. I HAVE NO SKILL IN PRONUNCIATION.  |  |                         |  |  |
| CONTINUE ON REVERSE SIDE  |  |                         |  |  |

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
  2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
  3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
  4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

SIGNATURE

(46)

(47)

## CERTIFICATION OF CLAIMED LANGUAGE PROFICIENCY

|                        |                             |                  |
|------------------------|-----------------------------|------------------|
| 1. EMPLOYEE SERIAL NO. | 2. NAME (last-first-middle) | 3. DATE OF BIRTH |
|------------------------|-----------------------------|------------------|

|   |  |  |                        |                    |                        |                     |                              |                     |                              |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|------------------------|--------------------|------------------------|---------------------|------------------------------|---------------------|------------------------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>4. LIST BELOW THE FOREIGN LANGUAGE OR LANGUAGES IN WHICH YOU POSSESS ANY DEGREE OF COMPETENCE. INDICATE YOUR PROFICIENCY IN EACH OF THE FIVE SKILL FACTORS SHOWN (reading comprehension, writing ability, etc.) BY NOTING THE NUMBER MOST INDICATIVE OF YOUR LEVEL OF SKILL UNDER THE FACTOR BEING CONSIDERED.</p> <p>IF YOUR PROFICIENCY RELATES TO A PARTICULAR DIALECT OF A MAJOR LANGUAGE, IDENTIFY THIS DIALECT BY NOTING IT IN PARENTHESES AFTER THE LANGUAGE ON THE SAME LINE.</p> <p>IF YOU HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE, CHECK (X) BOX AT RIGHT AND LEAVE OTHER ITEMS BLANK.</p> | <b>LEVEL OF SKILL</b><br>(Slight)      1      2      3      4      5      (Native)   |  |                        |                    |                        |                     |                              |                     |                              |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | 0 = NO PROFICIENCY IN A SPECIFIC SKILL FACTOR  |  |                        |                    |                        |                     |                              |                     |                              |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | <b>SKILL FACTORS</b>   | <b>HOW ACQUIRED</b><br>[Check (X) Box(es) which apply] |                        |                    |                        |                     |                              |                     |                              |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">READING COMPREHENSION</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">WRITING ABILITY</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">PRONUNCIATION</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">CONVERSATIONAL ABILITY</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">ORAL COMPREHENSION</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">NATIVE OF COUNTRY</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">PROLONGED RESIDENCE</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">CONTACT (with parents, etc.)</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg); padding: 5px;">ACADEMIC STUDY</td> </tr> </table> | READING COMPREHENSION                                  | WRITING ABILITY        | PRONUNCIATION      | CONVERSATIONAL ABILITY | ORAL COMPREHENSION  | NATIVE OF COUNTRY            | PROLONGED RESIDENCE | CONTACT (with parents, etc.) | ACADEMIC STUDY | <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| READING COMPREHENSION   | WRITING ABILITY  | PRONUNCIATION  | CONVERSATIONAL ABILITY | ORAL COMPREHENSION | NATIVE OF COUNTRY      | PROLONGED RESIDENCE | CONTACT (with parents, etc.) | ACADEMIC STUDY      |                              |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  |
|---|--|
| <p>5. IF YOU HAVE HAD EXPERIENCE AS A TRANSLATOR, INTERPRETER OR INSTRUCTOR, EXPLAIN AND SPECIFY IN WHICH LANGUAGE(S) YOU HAVE HAD SUCH EXPERIENCE.</p> |  |
|---|--|

|   |           |
|---|-----------|
| <b>CERTIFICATION</b>  |           |
| I CERTIFY that the information given above is true and accurate to the best of my knowledge and belief. |           |
| DATE  | SIGNATURE |

Next 3 Page(s) In Document Exempt



Attachment AA

CONTENTS

- A. Colleges or Universities
- B. Areas of Study
- C. Overseas Experience
- D. Most Recent Pre-CIA Experience
- E. Basic Personnel Information

Prepared by  
OP/POD/QAB

As of  
31 December 1962

## COLLEGES AND UNIVERSITIES ATTENDED

DISTRIBUTED BY MAJOR COMPONENT

GRADES GS-16, GS-17, GS-18

As of 31 December 1962

| College and University      | DCI |    |    | DDI |    |    | DDP |    |    | DDR |    |    | DDS |    |    | TOTAL |    |    |       |
|-----------------------------|-----|----|----|-----|----|----|-----|----|----|-----|----|----|-----|----|----|-------|----|----|-------|
|                             | 18  | 17 | 16 | 18  | 17 | 16 | 18  | 17 | 16 | 18  | 17 | 16 | 18  | 17 | 16 | 18    | 17 | 16 | Total |
| Alabama U.                  |     |    |    |     |    |    | 1   |    |    |     |    |    | 1   |    |    | 2     | -  | -  | 2     |
| Alabama Polytechnic         |     |    |    |     |    |    |     |    |    |     |    |    | 1   |    |    | -     | 1  | -  | 1     |
| Albany Medical College      |     |    |    |     |    |    |     |    |    |     |    |    | 1   |    |    | 1     | -  | -  | 1     |
| American U.                 | 1   | 1  |    | 1   | 1  |    |     |    | 1  |     |    |    |     | 1  |    | 1     | 1  | 4  | 6     |
| Amherst College             |     |    |    |     |    |    |     |    |    |     |    |    |     | 1  |    | 1     | -  | 1  | 1     |
| Appalachian State Teachers  |     |    |    |     |    |    |     |    |    |     |    |    |     | 1  |    | -     | -  | 1  | 1     |
| Arkansas U.                 |     |    |    |     |    |    | 1   |    |    |     |    |    |     |    |    | 1     | -  | -  | 1     |
| Benjamin Franklin Univ.     |     | 1  |    |     |    |    |     |    |    |     |    |    |     |    |    | -     | 1  | -  | 1     |
| Birmingham-Southern College |     |    |    |     |    |    |     |    |    |     |    |    |     | 1  |    | -     | -  | 1  | 1     |
| Boston U.                   |     |    |    | 1   |    |    |     |    |    |     |    |    |     |    |    | -     | 1  | -  | 1     |
| Bowdoin College             |     |    |    |     |    |    |     | 1  |    |     |    |    |     |    |    | -     | 1  | -  | 1     |
| Bowling Green State Univ.   |     |    |    |     |    | 1  |     |    |    |     |    |    |     |    |    | -     | -  | 1  | 1     |
| Brooklyn Poly. Inst.        |     |    |    |     |    |    |     |    |    |     |    |    |     | 1  |    | -     | -  | 1  | 1     |
| Brown U.                    |     |    |    |     |    | 1  |     |    |    |     | 1  |    |     |    |    | -     | -  | 2  | 2     |
| Buffalo, U. of              |     |    |    |     |    |    |     |    | 1  |     |    |    |     |    |    | -     | -  | 1  | 1     |
| California U.               |     |    |    |     |    | 2  | 1   | 1  | 1  |     |    |    |     |    |    | 1     | 1  | 3  | 5     |
| Calvin College              |     |    |    |     | 1  |    |     |    |    |     |    |    |     |    |    | -     | 1  | -  | 1     |
| Carthage                    |     |    |    |     |    |    |     |    |    |     | 1  |    |     |    |    | -     | -  | 1  | 1     |
| Catholic University of Am.  |     |    |    |     |    |    |     |    |    |     |    |    |     | 1  |    | -     | -  | 1  | 1     |
| Chicago U.                  |     |    |    | 1   | 1  | 4  | 1   | 1  | 1  |     | 1  |    |     |    |    | 2     | 3  | 5  | 10    |
| Clark U.                    |     |    |    |     | 1  | 1  |     |    |    |     |    |    |     |    |    | -     | 1  | 1  | 2     |
| Colby                       |     |    |    |     | 1  |    |     |    |    |     |    |    |     |    |    | 1     | -  | -  | 1     |
| Columbia (N. Y.)            |     |    |    |     | 1  | 1  | 1   |    | 5  |     |    |    |     |    |    | 2     | 1  | 6  | 9     |
| Columbus U.                 |     |    |    |     |    |    |     |    | 1  |     |    |    |     | 1  | 2  | -     | 1  | 3  | 4     |
| Concordia Theol. Sem.       |     |    |    |     |    | 1  |     |    |    |     |    |    |     |    |    | -     | -  | 1  | 1     |
| Connecticut U.              |     |    |    |     |    |    |     |    | 1  |     |    |    |     |    |    | -     | -  | 1  | 1     |
| Cornell U.                  |     |    |    |     | 1  |    |     |    |    |     |    |    |     |    |    | 1     | -  | -  | 1     |
| Creighton U.                |     |    |    |     |    |    |     |    | 1  |     |    |    |     |    |    | -     | -  | 1  | 1     |
| Dartmouth College           |     |    |    |     |    | 1  |     |    | 1  |     |    |    |     |    |    | -     | 2  | -  | 2     |
| Davidson                    |     |    |    |     |    |    |     |    |    | 1   |    |    |     |    |    | -     | -  | 1  | 1     |

SECRET  
CUMULATIVE DISTRIBUTION OF MAJOR AREAS OF STUDY BY EMPLOYEE'S GRADE

AS OF 31 DECEMBER 1962

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

| MAJOR AREAS OF STUDY                 | 16 THROUGH 18 |     |     |     |     |     | 16 THROUGH 18 |     |     |     |     |     | 16 THROUGH 18 |     |     |     |     |     | 16 THROUGH 18 |     |     |     |     |     | GRAND TOTAL |
|--------------------------------------|---------------|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-------------|
|                                      | BA            |     |     |     |     |     | BA            |     |     |     |     |     | MA            |     |     |     |     |     | FHD           |     |     |     |     |     |             |
|                                      | DCI           | DDI | DDP | DDR | DDS | NO. | DCI           | DDI | DDP | DDR | DDS | NO. | DCI           | DDI | DDP | DDR | DDS | NO. | DCI           | DDI | DDP | DDR | DDS | NO. |             |
| AGRICULTURE                          |               |     |     |     | 1   | 1   |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     | 1           |
| ARCHITECTURE                         |               |     |     |     |     | 2   |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     | 2           |
| BIOLOGICAL SCIENCES                  |               |     | 1   | 1   |     | 2   |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     | 21          |
| BUSINESS & COMMERCE                  | 3             | 4   | 2   |     | 6   | 15  | 2             | 2   | 1   |     | 1   | 6   |               |     |     |     |     |     |               |     |     |     |     |     | 7           |
| EDUCATION                            |               |     | 2   |     | 1   | 3   |               | 1   | 1   |     | 1   | 3   |               |     |     | 1   |     |     |               |     |     |     |     | 1   | 14          |
| ENGINEERING                          | 1             | 6   | 2   |     | 4   | 13  |               |     |     |     |     |     |               |     |     | 1   |     |     |               |     |     |     |     |     | 44          |
| FINANCIAL & JOURNALISM               | 1             | 9   | 20  |     | 4   | 34  |               | 2   | 3   | 1   | 2   | 8   |               | 1   | 1   |     |     |     |               |     |     |     | 2   |     | 3           |
| LANGUAGE & LITERATURE                |               |     |     |     | 1   | 1   |               |     |     |     | 2   | 2   |               |     |     |     |     |     |               |     |     |     |     |     | 17          |
| LIBRARY SCIENCE                      |               |     |     |     |     |     |               | 1   |     |     |     | 1   |               |     |     | 1   |     |     |               |     |     |     | 1   |     | 2           |
| MEDICAL PROFESSIONS                  |               | 2   |     |     | 3   | 5   |               |     |     |     | 2   | 2   |               |     |     |     |     |     |               |     |     |     | 6   | 7   | 14          |
| PHYSICS                              | 1             | 9   | 5   |     | 1   | 16  | 1             | 7   | 3   |     |     | 11  |               |     |     | 5   |     |     |               |     |     |     | 5   |     | 59          |
| PSYCHOLOGY                           | 2             | 6   | 20  |     | 6   | 34  |               |     | 2   |     | 2   | 4   |               |     |     |     |     |     |               |     |     |     |     |     | 28          |
| RELIGION                             |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |             |
| SOCIAL SCIENCES                      |               | 2   | 1   |     | 1   | 4   | 1             |     | 1   |     |     | 2   |               |     |     | 1   |     |     |               |     |     |     | 1   |     | 7           |
| TECH. NAT. OR A.F. SCI.              | 2             | 1   | 2   |     | 2   | 7   |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     | 7           |
| PHILOSOPHY                           | 1             | 1   | 3   |     |     | 5   |               | 1   | 1   |     |     | 2   |               | 1   | 1   |     |     |     |               |     |     |     | 2   |     | 5           |
| PHYSICAL SCIENCES                    |               | 6   | 3   | 1   | 2   | 12  |               | 2   |     |     |     | 2   |               |     |     | 3   |     | 1   |               |     |     |     | 4   |     | 18          |
| PSYCHOLOGY                           |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |             |
| RELIGION                             |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |             |
| SOCIAL SCIENCES                      | 1             | 14  | 21  |     | 13  | 49  |               | 12  | 7   |     | 1   | 20  |               |     |     | 10  | 3   | 1   |               |     |     |     | 14  |     | 89          |
| TECH. & IND. TRAINING                |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |             |
| OTHER BROAD GEN. CUR.                |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |               |     |     |     |     |     |             |
| OTHER BROAD GEN. CUR. & MISC. FIELDS |               | 2   | 2   |     |     | 4   |               | 1   |     |     |     | 1   |               |     |     |     |     |     |               |     |     |     | 1   | 1   | 6           |
| TOTALS                               | 12            | 66  | 51  | 2   | 47  | 218 | 4             | 23  | 22  | 1   | 12  | 68  | 2             | 22  | 7   | 2   | 7   | 40  |               |     |     |     |     |     | 326         |

AGRICULTURAL SCIENCES: THOSE WHO ACQUIRED A DEGREE THROUGH COMPLETION OF A FOUR-YEAR PROFESSIONAL COLLEGE COURSE AND MAJORED IN SUBJECT MATTER COURSES DIRECTED TOWARD UNDERSTANDING AND IMPROVING AGRICULTURE PRODUCTIVITY INCLUDING: AGRONOMY, ANIMAL HUSBANDRY, HORTICULTURE, SOIL SCIENCE, RANGE MANAGEMENT, PISCICULTURE (FISH CULTURE), AND OTHER AGRICULTURAL SCIENCES.

BIOLOGICAL SCIENCES: THOSE WHOSE MAJOR COURSE INVOLVED THE STUDY OF LIVING ORGANISMS, BOTH ANIMAL AND PLANT. INCLUDING: SUCH COURSES AS DERMATOLOGY, NEUROLOGY, INTERNAL MEDICINE, GYNECOLOGY, SURGERY, PSYCHIATRY, DENTISTRY, PHARMACY, VETERINARIAN MEDICINE, PATHOLOGY, PHYSIOLOGY, AND OTHER MEDICAL AND RELATED SCIENCES.

PHYSICAL SCIENCES: MAJOR COURSES OF STUDY INCLUDING: CHEMISTRY, PHYSICS, GEOPHYSICS, ASTRONOMY, METEOROLOGY, OCEANOGRAPHY, GEOLOGY, PALEONTOLOGY, MINERALOGY, SEISMOLOGY, GEOGRAPHY, AND OTHER PHYSICAL SCIENCES.

OTHER BROAD GENERAL CURRICULUM AND MISC. FIELDS: INCLUDES: THOSE SOCIAL SCIENCES NOT CLASSIFIED ABOVE.

EXPERIENCE OVERSEAS WITH AGENCY DISTRIBUTED BY MAJOR COMPONENT

CUMULATIVE TOTALS - GRADES GS-16, GS-17, GS-18

As of 31 DECEMBER 1962

| MAJOR COMPONENT | SERVED OVERSEAS ONE POST | SERVED AT TWO POSTS | SERVED AT THREE OR MORE POSTS | TOTAL |
|-----------------|--------------------------|---------------------|-------------------------------|-------|
| OSI             | 5                        | 1                   |                               | 6     |
| OSI             | 17                       | 1                   |                               | 18    |
| OSI             | 23                       | 29                  | 32                            | 84    |
| OSI             | 1                        |                     |                               | 1     |
| OSI             | 15                       | 9                   | 6                             | 30    |
| TOTALS          | 61                       | 40                  | 38                            | 139   |

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MOST RECENT PRE-CIA EXPERIENCE OF AGENCY EMPLOYEES DISTRIBUTED BY MAJOR COMPONENTS

CUMULATIVE TOTALS - GRADES GS-16, GS-17, GS-18

As of 31 December 1962

| MAJOR COMPONENT | NONE | PUBLIC ADM. N.E.C. | ACADEMIC | INDUSTRY | FEDERAL GOVERNMENT | CIV, OSS, SSU, CIG | MILITARY SERVICE |
|-----------------|------|--------------------|----------|----------|--------------------|--------------------|------------------|
| DCI             | -    | -                  | 3        | -        | -                  | 6                  | 3                |
| DDI             | 7    | -                  | 12       | 7        | 20                 | 10                 | 7                |
| DDP             | 11   | -                  | 2        | 6        | 17                 | 45                 | 14               |
| DDR             | 1    | -                  | -        | -        | 3                  | 1                  | -                |
| DDS             | -    | -                  | 1        | 7        | 13                 | 19                 | 10               |
| TOTALS          | 19   | -                  | 18       | 20       | 57                 | 81                 | 34               |

NONE

THOSE WHO WERE UNEMPLOYED AS WELL AS THOSE ENGAGED AS FULL-TIME STUDENTS IMMEDIATELY PRIOR TO THEIR EOD, EVEN THOUGH THEY MAY HAVE PREVIOUSLY WORKED IN INDUSTRY, GOVERNMENT, OR SERVED ON ACTIVE DUTY WITH THE MILITARY.

PUBLIC ADMINISTRATION, N.E.C.

THOSE WHO, IMMEDIATELY PRIOR TO EOD, SERVED WITH AN INTERNATIONAL GOVERNMENT OR QUASI-GOVERNMENTAL ORGANIZATION: E.G., UNO, ILO, RED CROSS, OR WHO WORKED FOR A STATE OR LOCAL GOVERNMENT ORGANIZATION (OTHER THAN AN EDUCATIONAL INSTITUTION).

ACADEMIC

THOSE WHO WORKED OR WERE AFFILIATED WITH EDUCATIONAL INSTITUTIONS INCLUDING NON-PROFIT RESEARCH INSTITUTIONS AND FOUNDATIONS WITHIN OR AFFILIATED WITH A COLLEGE OF UNIVERSITY; WITH A CHURCH OR RELIGIOUS GROUP; OR WITH A NON-PROFIT MUSEUM, ART GALLERY, OR LIBRARY.

INDUSTRY

THOSE WHO WERE SELF-EMPLOYED, OWNERS OF BUSINESS AND THOSE WHO WORKED IN A PROFIT-MAKING INDUSTRY.

GOV'T AGENCY

THOSE WHO WORKED IN A GOVERNMENT INSTALLATION AS CIVILIAN EMPLOYEES (OTHER THAN IN OSS, SSU, AND CIG).

OSS, SSU, CIG

THOSE WHO SERVED AS CIVILIAN EMPLOYEES WITH THE AGENCY'S PREDECESSOR ORGANIZATIONS.

MILITARY SERVICE

THOSE WHO SERVED ON ACTIVE DUTY IN THE ARMED FORCES, EVEN THOUGH THEY MAY HAVE BEEN ASSIGNED TO A MILITARY COLLEGE AS AN INSTRUCTOR: E.G., WEST POINT, ANNAPOLIS, AIR FORCE, OR COAST GUARD.

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INTRODUCTION

## Purpose

The Qualifications Record System was developed by the Office of Personnel to permit the recording, filing and retrieval of biographic data, experience, education and special qualifications of Agency employees and selected applicants. It accomplishes this in such a manner as to permit storage of this information in coded form by means of a high speed computer, permitting rapid retrieval when needed by Agency Manpower Planners to select the best qualified personnel (employees & applicants) to meet changing requirements.

## How the System Works

The coding system is designed to code all desirable information in a series of 12 character items. Each item will contain a two letter prefix followed by ten numeral or letter combinations which will vary in accordance with the information being coded.

EXAMPLE - A hypothetical case of a new Agency employee who entered on duty in early 1964:

AA1210500301; ZB0120200014; ZC0200003100; BK51NHNNN264; CE46103YAN63;  
ET203ZGZIB45; VJ18C99BQL34; UJ00B99AIX36; UJ00A99BET37; UL009QJHAU54; UR02  
9PCYAN64; UL009GWHAU54.

The above series of code entries, when decoded, gives us the following information on this individual's current personal status, pre-Agency background, and overall qualifications:

PERSONAL STATUS AND FOREIGN RELATIVES. A caucasian male, born in 1912, married with three dependents, U.S. citizenship by birth; his wife born in *Canada* in 1914, is a caucasian, a U.S. citizen through naturalization, and was previously an Agency employee; his wife has close relatives living in Canada who are Canadian citizens, and there is frequent contact with these foreign relatives.

LANGUAGE ABILITY. This employee has excellent proficiency in French as measured by tests. His proficiency is equal to that of the best educated natives for Reading, Pronunciation, Speaking, and Understanding the spoken or written language. His proficiency in Writing is High, or fluent, with evidence of non-native origin. He has had experience as an interpreter.

AREA KNOWLEDGE. He has a knowledge of France, its political organization, legal structure, and its international relations. This knowledge was gained through working in France as an employee of the U.S. State Dept, and he left France (in this capacity) in 1963.

22 October 1964

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9



|           |                         |                    |
|-----------|-------------------------|--------------------|
| CODE<br>1 | SERIAL NUMBER<br>099999 | NAME<br>[REDACTED] |
|-----------|-------------------------|--------------------|

## PERSONAL STATUS

| YEAR OF BIRTH | SEX & RACE | MARITAL STATUS | NUMBER OF DEPENDENTS | NATURAL CITIZEN OR ALIEN | CITIZENSHIP STATUS OF INDIVIDUAL | F/C   | F/C | CURRENT OR PREVIOUS CITIZENSHIP COUNTRY | YEAR NATURAL. | CITIZENSHIP STATUS OF SPOUSE | SEX & RACE | OCCUP. STATUS | CITIZENSHIP COUNTRY | YEAR OF BIRTH |
|---------------|------------|----------------|----------------------|--------------------------|----------------------------------|-------|-----|---|---------------|------------------------------|------------|---------------|---------------------|---------------|
| A A 1 2       | 1 0 5      | 0 0 3          | 0 1                  | Z A                      |                                  | 0 0 0 |     |   |               | Z B                          | 0 1 2      | 0 2           | 0 0 0               | 1 4           |

## FOREIGN RELATIVES

| FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT | F/C | F/C   | CITIZENSHIP COUNTRY | F/C | FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT | F/C   | F/C | CITIZENSHIP COUNTRY | F/C | FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT | F/C   | F/C | CITIZENSHIP COUNTRY | F/C |
|---|-----|-------|---------------------|-----|---|-------|-----|---------------------|-----|---|-------|-----|---------------------|-----|
| Z C   | 0 2 | 0 0 0 | 0 3 1               | 0 0 | Z C   | 0 0 0 |     |                     | 0 0 | Z C   | 0 0 0 |     |                     | 0 0 |

## FOREIGN LANGUAGE ABILITY

| FOREIGN LANGUAGE | R | V | P | S | U | X | YEAR CLAIMED -TESTED | FOREIGN LANGUAGE | R | V | P | S | U | T | YEAR CLAIMED -TESTED | FOREIGN LANGUAGE | R | V | P | S | U | T | YEAR CLAIMED -TESTED |
|------------------|---|---|---|---|---|---|----------------------|------------------|---|---|---|---|---|---|----------------------|------------------|---|---|---|---|---|---|----------------------|
| B K              | 5 | 1 | N | H | N | N | 2 6 4                |                  |   |   |   |   |   |   |                      |                  |   |   |   |   |   |   |                      |

## GEOGRAPHIC AREA KNOWLEDGE

| GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED | GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED | GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED |
|---------------------------|------|--------------|---------------------|--------------------------|---------------------------|------|--------------|---------------------|--------------------------|---------------------------|------|--------------|---------------------|--------------------------|
| C E                       | 4    | 6            | 1                   | 0 3                      | Y A N                     | 6 3  |              |                     |                          |                           |      |              |                     |                          |

## MILITARY EXPERIENCE

| MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. | MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. | MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. |
|---------------------------------------|--------------|---------------------|-------------------------------|------------|---------------------------------------|--------------|---------------------|-------------------------------|------------|---------------------------------------|--------------|---------------------|-------------------------------|------------|
| E T                                   | 2            | 0 3                 | Z G Z I B                     | 4 5        |                                       |              |                     |                               |            |                                       |              |                     |                               |            |

## MILITARY EDUCATION AND TRAINING

| MILITARY EDUCATION OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. | MILITARY EDUCATION OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. | MILITARY EDUCATION OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. |
|--------------------------------|--------------|---------|-------------------------|------------|--------------------------------|--------------|---------|-------------------------|------------|--------------------------------|--------------|---------|-------------------------|------------|
|                                |              | G       | 9 9 H B K               |            |                                |              | 9 9     |                         |            |                                |              | 9 9     |                         |            |

## CIVILIAN EDUCATION AND TRAINING

| EDUCATION AND/OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. | EDUCATION AND/OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. | EDUCATION AND/OR TRAINING | EXT. OF STY. | STUDENT | NAME AND/OR TYPE SCHOOL | YEAR COMP. |
|---------------------------|--------------|---------|-------------------------|------------|---------------------------|--------------|---------|-------------------------|------------|---------------------------|--------------|---------|-------------------------|------------|
| V J                       | 1            | 8 C     | 9 9 B Q L               | 3 4        | U J                       | 0 0          | B       | 9 9 A I X               | 3 6        | U J                       | 0 0          | A       | 9 9 B E T               | 3 7        |

## CIVILIAN WORK EXPERIENCE

| FIELD OF SPECIALIZATION | EXT. OF EXP. | FUNC. LEVEL | TYPE OF ECONOMIC ACTIVITY | LAST YEAR | FIELD OF SPECIALIZATION | EXT. OF EXP. | FUNC. LEVEL | TYPE OF ECONOMIC ACTIVITY | LAST YEAR | FIELD OF SPECIALIZATION | EXT. OF EXP. | FUNC. LEVEL | TYPE OF ECONOMIC ACTIVITY | LAST YEAR |
|-------------------------|--------------|-------------|---------------------------|-----------|-------------------------|--------------|-------------|---------------------------|-----------|-------------------------|--------------|-------------|---------------------------|-----------|
| U L                     | 0 0          | 9           | Q J H A U                 | 5 4       | U R                     | 0 2          | 9           | P C Y A N                 | 6 4       |                         |              |             |                           |           |

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SPECIALIZED SKILLS

| FIELD OF SPECIALIZATION | EXT. OF EXP. | F/C | TYPE OF ECONOMIC ACTIVITY | LAST YEAR | FIELD OF SPECIALIZATION | EXT. OF EXP. | F/C | TYPE OF ECONOMIC ACTIVITY | LAST YEAR | FIELD OF SPECIALIZATION | EXT. OF EXP. | F/C | TYPE OF ECONOMIC ACTIVITY | LAST YEAR |
|-------------------------|--------------|-----|---------------------------|-----------|-------------------------|--------------|-----|---------------------------|-----------|-------------------------|--------------|-----|---------------------------|-----------|
| 1                       | U            | L   | Ø                         | Ø         | 9                       | G            | W   | H                         | A         | U                       | 5            | 4   |                           |           |
| 2                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 3                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 4                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 5                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 6                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 7                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 8                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 9                       |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 10                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 11                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 12                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 13                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 14                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |
| 15                      |              |     |                           |           |                         |              |     |                           |           |                         |              |     |                           |           |

DATE COMPLETED

SIGNATURE OF ANALYST

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

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MILITARY EXPERIENCE. He spent more than three years but less than four in the Army, his service ending in 1945. He worked in the field of Military Intelligence, chiefly as an Interrogator, with the final rank of Major.

CIVILIAN EDUCATION AND TRAINING. He received a B.A. degree in French Literature from Princeton in 1934; an M.A. in Political Science from Yale in 1936, and a Ph.D. in Political Science from Harvard in 1937.

CIVILIAN WORK EXPERIENCE. Our hypothetical employee taught various university subjects in the field of Political Science from 1927 until entering the Army in 1942, but specialized in International Communism. After World War II, he returned to university teaching, until 1954, then worked for the State Department as a Political Analyst until coming to the Agency in January of 1964.

OTHER QUALIFICATIONS. Author of published (copyrighted) works on International Communism while employed by a university with the most recent copyrighted publication in 1954.

#### HOW TO USE THE CODING SYSTEM

All items to be coded fall in the following nine categories:

- |  |               |
|--|---------------|
| 1. Personal Status                           | AA, ZA, ZB    |
| 2. Foreign Relatives                         | ZC            |
| 3. Foreign Language Ability                  | BA - BZ       |
| 4. Geographic Area Knowledge                 | CA - CH       |
| 5. Military Experience                       | EA through YZ |
| 6. Military Education and Training           | EA - YZ       |
| 7. Civilian Education and Training           | EA - YZ       |
| 8. Civilian Work Experience                  | EA - YZ       |
| 9. Specialized Skills - Other Qualifications | EA - YZ       |

#### Category 1 Personal Status

| PERSONAL STATUS |   |   |            |                |                      |  |   |                          |                                  |   |   |     |     |   |              |                              |   |   |            |               |                     |               |   |  |
|-----------------|---|---|------------|----------------|----------------------|--|---|--------------------------|----------------------------------|---|---|-----|-----|---|--------------|------------------------------|---|---|------------|---------------|---------------------|---------------|---|--|
| YEAR OF BIRTH   |   |   | SEX & RACE | MARITAL STATUS | NUMBER OF DEPENDENTS |  |   | NATURAL CITIZEN OR ALIEN | CITIZENSHIP STATUS OF INDIVIDUAL |   |   | F/C | F/C | CURRENT OR PREVIOUS CITIZENSHIP COUNTRY | YEAR NATURAL | CITIZENSHIP STATUS OF SPOUSE |   |   | SEX & RACE | OCCUP. STATUS | CITIZENSHIP COUNTRY | YEAR OF BIRTH |   |  |
| A               | A |   |            |                |                      |  |   |                          | Z                                | A |   | 0   | 0   | 0                                       |              |                              | Z | B |            |               |                     |               |   |  |
|                 | 1 | 2 | 3          |                | 4                    |  | 5 |                          |                                  | 1 | 2 | 3   |     | 4                                       | 5            |                              | 1 | 2 | 3          |               | 4                   |               | 5 |  |

#### A. AA Item

- Column 1. Year of Birth: Use the last two years of the individual's birth date.
- Column 2. Sex & Race: Use 1 digit codes, 1 - 8: 1-Male caucasian  
2-Female caucasian; 3-Male, Negroid; 4-Female, Negroid; 5-Male, oriental  
6-Female, oriental; 7-Male, other, 8-Female, other.
- Column 3. Marital Status: Use 2 digit codes 00-06: 00-Single; 01-Separated  
02-Annulled; 03-Divorced; 04-Widowed; 05-Married, 06-Remarried.

CNE CR

- Column 4. Number of Dependents: Use two zeros followed by the digit representing the number of dependents. Use ~~00~~7 for seven or more dependents.
- Column 5. Citizenship and Foreign Relatives: Use 00 if U.S. born with no foreign relatives; 01 if U.S. born with foreign relatives; 10 if U.S. naturalized, no foreign relatives; 11 if U.S. Naturalized with foreign relatives, etc.

<sup>AE</sup>  
B. ZA Item

<sup>AE</sup>  
The ZA item is used to record citizenship status of the employees (or applicants) who are not U.S. citizens by birth.

- Column 1. If U.S. citizen by naturalization, use ZA01  
If U.S. citizenship is in process, use ZA02  
If a non-citizen, or alien, use ZA03
- Column 2. One zero is always used to complete the code
- Column 3. Two zeros are " " " " " "
- Column 4. Select the proper code, 001 - 237 to denote country of previous citizenship (present citizenship if an alien).
- Column 5. Use the last two digits of the year in which the individual was naturalized. If an alien, complete the code by using two zeros.

<sup>AE</sup>  
C. ZB Item

This item is always coded for married employees (or applicants) and is always omitted for those who are unmarried.

Citizenship Status of Spouse

- <sup>A</sup>  
Column 1: Use ZB00 if the spouse is a U.S. citizen by birth.  
Use ZB01 " " " " " " " " naturalization.  
Use ZB02 " " " " " " " " in process of obtaining US. citizenship.  
Use ZB03 " " " " " " " " an alien.

Sex and Race of Spouse

- Column 2: Use 1 if spouse is a Male Caucasian; 2 if Female Caucasian, 3 if Male (Negroid); 4 if Female (Negroid) 5 if Male Oriental; 6 if Female Oriental; 7 if Male, Other; 8 if Female, Other.

Occupational Status of Spouse

- Column 3: Use ~~00~~ if spouse is deceased  
01 if spouse works for Agency  
02 if spouse worked for Agency  
03 if spouse works but not for Agency  
04 if spouse is not working

Citizenship Status of Spouse

- Column 4: Select the proper code <sup>00</sup>~~00~~1-237 to denote present citizenship if H.S. by birth or alien, or otherwise previous citizenship, if naturalized

Column 5. Use the last two digits of spouse's birth date.

Category 2. Foreign Relatives

1P  
ZC Items

FOREIGN RELATIVES

| FOREIGN RELATIVES                                   |   |   |     |     |                        |   |     |   |   |   |     |     |                        |   |     |   |   |   |     |     |                        |   |     |  |   |   |  |   |  |
|---|---|---|-----|-----|------------------------|---|-----|---|---|---|-----|-----|------------------------|---|-----|---|---|---|-----|-----|------------------------|---|-----|--|---|---|--|---|--|
| FOREIGN RELATIVE<br>RELATIONSHIP &<br>FREQ./CONTACT |   |   | F/C | F/C | CITIZENSHIP<br>COUNTRY |   | F/C | FOREIGN RELATIVE<br>RELATIONSHIP &<br>FREQ./CONTACT |   |   | F/C | F/C | CITIZENSHIP<br>COUNTRY |   | F/C | FOREIGN RELATIVE<br>RELATIONSHIP &<br>FREQ./CONTACT |   |   | F/C | F/C | CITIZENSHIP<br>COUNTRY |   | F/C |  |   |   |  |   |  |
| 1   | 2 | 3 | 0   | 0   | 0                      |   | 0   | 0   | 2 |   |     | 0   | 0                      | 0 |     | 0   | 0 | 3 |     |     | 0                      | 0 | 0   |  | 0 | 0 |  |   |  |
| 1   |   |   | 2   |     | 3                      | 4 |     | 5   |   | 1 |     |     | 2                      |   | 3   | 4   |   | 5 |     | 1   |                        |   | 2   |  | 3 | 4 |  | 5 |  |

This code is applied when the individual or spouse has relatives who are not U.S. citizens. Degree of such relationships, frequency of contact, and country of citizenship are coded.

Column 1: Use the code ZC01 - ZC07 and/or ZC11 - ZC17 which represents the proper combination of degree of kinship and frequency of contact with the foreign relative being coded:

| Applicant/Employee | Spouse |                                      |
|--------------------|--------|--------------------------------------|
| ZC01               | ZC11   | Immediate Family - frequent contact  |
| ZC02               | ZC12   | Close Relative - frequent contact    |
| ZC03               | ZC13   | Distant Relative - frequent contact  |
| ZC04               | ZC14   | Immediate Family - slight contact    |
| ZC05               | ZC15   | Close Relative - slight contact      |
| ZC06               | ZC16   | Distant Relative - slight contact    |
| ZC07               | ZC17   | Foreign Relative(s) - but no contact |

Column 2: Use one zero to complete the code.

Column 3: Use two zeros to complete the code.

Column 4: Select from the list "country of present or previous citizenship" the three digit code 001-237 representing the particular country of citizenship of the relative coded.

Column 5: Use two zeros to complete the code.

If there are foreign relatives of more than one country an entry is made for each different country of citizenship of such relatives. If more than one relative is a citizen of a particular country, only one entry need be made, and that would be for the relative combining the closest kinship or greatest frequency of contact if kinship is of the same degree.

If there are no foreign relatives there is no entry for this item.

BA - BZ Item

Category 3: Foreign Language Ability

FOREIGN LANGUAGE ABILITY

| FOREIGN LANGUAGE |   |   |   |   |     |        |         | FOREIGN LANGUAGE |   |   |   |   |     |      |         | FOREIGN LANGUAGE |   |   |   |   |     |      |         |
|------------------|---|---|---|---|-----|--------|---------|------------------|---|---|---|---|-----|------|---------|------------------|---|---|---|---|-----|------|---------|
| R                | U | P | S | U | EXD | YEAR   | CLAIMED | R                | U | P | S | U | EXD | YEAR | CLAIMED | R                | U | P | S | U | EXD | YEAR | CLAIMED |
|                  |   |   |   |   |     | TESTED |         |                  |   |   |   |   |     |      | TESTED  |                  |   |   |   |   |     |      | TESTED  |
| 1                | 2 | 3 | 4 | 5 | 6   | 7      | 8       | 1                | 2 | 3 | 4 | 5 | 6   | 7    | 8       | 1                | 2 | 3 | 4 | 5 | 6   | 7    | 8       |

Codes BA00 - BZ99 will be used to code all languages. For rapid selection of the pertinent codes, all languages are listed alphabetically, although their alphabet codes and number sequence are arranged on the basis of linguistic family or groups.

Column 1: Select from the code group, BA01-BZ99, the alpha numeric code combination representing the language being recorded from the list of languages arranged alphabetically.

Column 2-6: The blank space under columns R, W, P, S, and U are for coding proficiency in Reading, Writing, Pronunciation, Speaking, and Comprehension (Understanding), respectively. Claimed proficiency (by employee or applicant) is indicated by the numeric codes 1-5. Measured or proved proficiency (Agency tests) is indicated by the letters S, E, I, H, N. The scale is as follows:

|              | Slight | Elementary | Intermediate | High<br>(Fluent/Non-Native) | Native |
|--------------|--------|------------|--------------|-----------------------------|--------|
| Claimed      | 1      | 2          | 3            | 4                           | 5      |
| Test Results | S      | E          | I            | H                           | N      |

Column 7: Prior experience as translator, interpreter, translator and interpreter, or teacher is recorded by inserting codes 1, 2, 3, or 4, respectively, in the column headed "Exp".

Column 8: Use the last two digits of the year in which the proficiency was claimed or tested.

#### Category 4. Geographic Area Knowledge OA - OZ Items

##### GEOGRAPHIC AREA KNOWLEDGE

| GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED | GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED | GEOGRAPHIC AREA KNOWLEDGE | TYPE | HOW ACQUIRED | SOURCE OF KNOWLEDGE | LAST YR. KNOWL. ACQUIRED |
|---------------------------|------|--------------|---------------------|--------------------------|---------------------------|------|--------------|---------------------|--------------------------|---------------------------|------|--------------|---------------------|--------------------------|
| 1                         |      |              |                     |                          | 2                         |      |              |                     |                          | 3                         |      |              |                     |                          |
| 4                         |      |              |                     |                          | 5                         |      |              |                     |                          | 6                         |      |              |                     |                          |
| 1                         | 2    | 3            | 4                   | 5                        | 1                         | 2    | 3            | 4                   | 5                        | 1                         | 2    | 3            | 4                   | 5                        |

Codes OA00-CH99 are used to code all geographic areas. As in the case of languages, areas are listed alphabetically for rapid reference, although their codes are based on geographic regional relatedness. A second listing of codes, arranged by geographic regions, follows the alphabetic arrangement and is sometimes more suitable for selecting proper area codes. This listing is often necessary when the individual claims knowledge of a general region instead of a country, because not all regional designations are listed in the alphabetical arrangement (first list).

Column 1. Area Code: Select the code OA00-CH99 which represents the area being coded.

Column 2. Type of Knowledge: Select the digit 1-9 which represents the type of knowledge the individual has of the area:

1. Political; 2. Economic; 3. Scientific, Medical; 4. Labor Organization; 5. Security Service, Intelligence Systems; 6. Cultural; 7. Educational Systems; 8. Military Organization, Tactics; 9. Geographic. Terrain, etc.

Column 3. How Obtained: Select the two digits 01-07 which designate the nature of the area contact during the period area knowledge was acquired:

01. Native of country; 02. Prolonged residence; 03. Foreign assignment other than Agency; 04. Academic study; 05. Attended foreign school in area concerned; 06. Agency assignment; 07. Research/Analysis, Domestic assignment (including Agency); 08. TRAVEL -

Column 4. Source of Knowledge: Three-letter codes are used to show the nature of the organization with which the individual was associated when the area knowledge was acquired. These three-letter codes are in the back of the coding manual. If the individual was in a foreign university as student or instructor, the three-letter code would be HAU; if employed by a private enterprise firm, one of the codes in the JAA-XZZ series would identify the type of economic activity in which he was engaged; if employed by an international organization or a quasi-governmental organization (UNRRA, International Monetary Fund, etc.), the XAA-XOZ series would be used; if by a U.S. Government organization (as a civilian), the YAA-YZZ series would identify the Government organization; if by a U.S. Military Service (while on military duty), the ZAA-ZZZ series would identify the service and/or component; while Agency employment would be indicated by the IAA-IZZ series.

#### Category 5. Military Experience EA-YZ Items

| MILITARY EXPERIENCE                   |              |                     |                               |            |                                       |              |                     |                               |            |                                       |              |                     |                               |            |
|---------------------------------------|--------------|---------------------|-------------------------------|------------|---------------------------------------|--------------|---------------------|-------------------------------|------------|---------------------------------------|--------------|---------------------|-------------------------------|------------|
| MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. | MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. | MILITARY SERVICE SPECIALIZATION FIELD | EXT. OF EXP. | RANK, GRADE OR RATE | NAME OF MILITARY ORGANIZATION | YEAR COMP. |
| 1                                     |              |                     |                               |            | 2                                     |              |                     |                               |            | 3                                     |              |                     |                               |            |
| 1                                     | 2            | 3                   | 4                             | 5          | 1                                     | 2            | 3                   | 4                             | 5          | 1                                     | 2            | 3                   | 4                             | 5          |

Column 1. Field of Specialization: Select the code EA00-YZ99 which most aptly describes the specialized knowledge, activity, or skill involved in the experience to be coded. If two or more distinctly different types of experience were acquired, each should be coded as a separate item.

Column 2. Use the digit 0-9 which indicates the number of complete years experience in the activity being coded. (Use 0 for experience of less than six months one year duration.)

Column 3. Use the appropriate two-letter code ZA-ZZ, selected from the list of codes for the military ranks found in the Military Experience section of the code manual.

Column 4. Use the appropriate three-letter code from the ZAA-ZZZ series of the Source of Experience section which contains appropriate codes for all branches of the Military Service.

Column 5. Use the last two digits of the year in which the coded experience was completed.

## Categories 6 - 9

The foregoing categories were explained separately because no two were consistently the same in theory or coding procedure.

However, each of the remainder of the categories can be understood with one explanation since all are governed by the same theories which are uniformly applied in coding with no exceptions. For convenience the pre-printed coding form gives different captions for corresponding columns of the twelve-unit items in the different categories. This is for convenience in coding only and not due to any difference in theory or application. The functional code 99 is pre-printed on the coding sheet since this is the proper code for all students. Each code consists of a twelve-unit item with each item consisting of five parts (columns). The five columns are:

- |                                 |  |
|---------------------------------|--|
| 1. Field of Specialization Code | 2 letters and 2 digits   |
| 2. Extent of Experience Code    | 1 letter or 1 digit  |
| 3. Functional Code              | 2 letters or 2 digits  |
| 4. Source of Experience Code    | 3 letters  |
| 5. Year of Completion Code      | 2 digits; the last 2 of the year in which the experience was completed |

### Column 1 - Field of Specialization Code

This code always consists of two letters followed by two digits, from a series running from EA00 to YZ99.

All fields of knowledge, experience, activities, or skills are classified or organized in the manner deemed most suitable for the Agency's purpose. Each major field of knowledge, activity, etc. is broken down into minor groups and fields. Codes were assigned to each minor field of specialization in accordance with the series assigned to the major Group or Field of Specialization to which the minor field most logically belongs (based on the primary or most essential nature of knowledge, skill, or activity associated with it). It is important to understand that many major fields of specialization contain minor fields or subdivisions which can be logically associated with two, three, or more major fields.

Example: Actuarial Science. This is a field of knowledge which finds its greatest application in the field of Insurance (a subdivision of the Major Field of Business Administration) thus one might assume that the code for Actuarial Science would logically belong in the "family" of codes related to the major field of Business Administration; further, it could be assumed to belong in the same sub-family of codes which include those in the field of Insurance. Both assumptions are invalid for purposes of determining the proper code to assign to Actuarial Science, for the fundamental knowledge underlying this field lies in the field of Mathematics. So instead of being in the FA00 - FZ99 series (Business Administration) the code is in the HA00 - HC99 series (Mathematics). Since it is often more convenient when coding to look in the group one would expect the knowledge applied, to find the proper code with as little delay as possible, the codes are listed in both arrangements, often resulting in multiple entries for any given code.



To effectively code qualifications the coding analysts must use the same "rules" for classifying the knowledge, skill, etc, that must be applied later by the analyst who attempts to locate people possessing qualifications to meet particular requirements. Once improperly coded information gets in the system, it remains dormant and wasted, for it would be obviously impossible to retrieve useful "wrong" information from the system by searching for correctly coded information.

The Major Fields of Specilization are arranged in the following order (are in the code book in this order and indexed accordingly):

|           |   |
|-----------|---|
| BAOO-EZ99 | Intelligence & Related Fields/Military Science            |
| FAOO-FZ99 | Business Administration                                   |
| FSOO-FZ99 | Transportation  |
| GAOO-GF99 | Communications  |
| GROO-GZ99 | Military & Special Equipment                              |
| HAOO-HC99 | Mathematics   |
| HEOO-HT99 | Physics   |
| HUOO-HZ49 | Crystallography   |
| JAOO-JL99 | Chemistry   |
| JMOO-JV99 | Earth Sciences  |
| KAOO-KY99 | Biological/Life Sciences                                  |
| LAOO-LZ99 | Agricultural Sciences                                     |
| MAOO-MZ99 | Health Sciences   |
| NAOO-NZ99 | Engineering   |
| PAOO-PZ99 | Sociological Sciences                                     |
| TAOO-TL99 | Art   |
| TMOO-TQ99 | Artisans & Craftsmen.                                     |
| TT00-UE99 | Economics   |
| UJ00-UZ99 | Political Science/Public Administration                   |
| VAOO-VD99 | History   |
| VEOO-VM99 | Psychology/Education/Religion/Philosophy                  |
| WA00-WZ99 | Anthropology, Archaeology, Ethnology, Sports, Hobbies, et |
| YA00-YZ99 | Public Safety, Civil Defense                              |

## Column 2. Extent Code.

This code consists of one digit when used to denote duration of experience or activity other than education or training. The digit, 0 through 9 is selected which shows the number of full years (up to 9) which the individual was engaged in the particular experience, skill or activity. All such experience over 9 years would also be coded with a 9.

When coding education or training, the letters A-G are used to indicate the extent of training or education. The PhD degree is the highest level coded and is represented by the letter A, which becomes the Extent Code for education resulting in a PhD. degree. The letter B represents a Master's degree, and the letter C a Bachelor's degree. A certificate or diploma from a vocational or trade school is represented by the letter F. Other college, military, vocational, or any other type of education or training is represented by the letter G.

Column 3. Functional Code

The Functional Code is an important Complement to the Field of Specialization Code. The latter pinpoints the specific fields of specialized knowledge, experience, or activity comprising an individual's qualifications which may be of use to the Agency. The functional code tells us how the individual applied his knowledge or skill in each field of experience; i.e., whether as a teacher, analyst, manager, technical program director, consultant, adviser, designer, researcher, producer, writer, editor, or general practitioner, etc. If he was primarily an administrator, rather than a substantive specialist, it tells us this also, as well as indicating at what level his administrative responsibilities functioned in the particular activity; i.e., as President, Agency Director, School Principal, College Dean or President, etc.; or - whether as an immediate subordinate to the foregoing; or - whether as consultant, staff adviser, organization or program director, office supervisor; or as a sub-professional level supervisor, foreman, superintendent, clerk, etc. Thus the functional code's purpose is to describe the individual's role during his experience with the specialized knowledge or activity. In using the Qualifications Record System's capabilities for selecting best qualified individuals for specific assignments, the functional role could for some jobs be an even more important index of suitability than the Field of Specialization code, although they would normally both be of great importance, giving a better balanced view of the individual's suitability than either alone.

Column 4. Source of Experience Code

This code always consists of three letters and is used to indicate all sources of experience. Three-letter codes AAA-EZZ are used only to indicate specific colleges or universities and are intentionally limited in use to code educational achievements resulting in Bachelors, Masters, or Doctoral degrees from accredited colleges and universities. (Other education or training sources are indicated by three-letter codes HAA-HHZ.) Refer to the pertinent list at the back of the code book for the proper codes to use for other sources (JAA-EZZ).

Summary of Source of Experience Codes:

1. AAA-EZZ: U.S. Colleges and Universities (Accredited)
2. DAA-EZZ: Foreign Colleges and Universities (Accredited)
3. HAA-HHZ: Other Sources of Education or Training
4. JAA-EZZ: Economic Activities as Sources of Experience
5. KAA-XOZ: Quasi-Governmental Organizations or Activities, and International Organizations
6. YAA-YZZ: U.S. Civilian Government Organizations
7. ZAA-EZZ: U.S. Military Organizations
8. HAA-IZZ: Agency Organizations or Components

Column 5. Time Experience Was Completed Code

This code always consists of two digits. The two digits are always the last two of the year in which the experience being coded was completed.

Example: If John Doe finished college in 1937, this column would be used to indicate this and would be coded as 37.

SUMMARY

We have described the individual elements common to all twelve unit codes representing experience, training, or education, whether military or civilian:

- (1) The first element (4 units-2 letters followed by 2 digits) tells us the field of specialized knowledge or skill acquired during the given period.
- (2) The second element gives us the extent or duration in years of this specialized experience. It also specifies academic degree of training or education.
- (3) The third element describes the role played by the employee or applicant while getting this specialized experience.
- (4) The fourth element tells us the nature of the source of the experience (identifying the specific college if a degree resulted from the experience).
- (5) The fifth element dates the experience, permitting a judgment of how valuable and current the experience is when viewed in the light of other information.

The coding structure is comprehensive enough to permit recording in abbreviated form all the experience, skills, special achievements (licenses, patents, copyrights), hobbies, and any other qualifications of an individual which might be of use to the Agency.

Attachment CC

ATTACHMENT C

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|                      |                      |     |    |    |     |     |    |   |    |    |     |    |    |   |
|----------------------|----------------------|-----|----|----|-----|-----|----|---|----|----|-----|----|----|---|
| Armenian             | BA00                 | 5   |    |    |     | 3   |    |   | 1  |    |     |    |    | 1 |
| Azari                | BA45                 |     |    |    |     |     |    |   |    |    |     |    |    |   |
| Armenian Turkish     | BA48                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| TURKISH              | BA51                 | 11  |    | 2  | 1   | 6   | 1  |   |    | 1  |     |    |    |   |
| Lithuanian           | BR03                 | 3   |    |    |     | 2   |    |   |    |    |     |    | 1  |   |
| Lithuanian (Lettish) | BR04                 | 2   |    |    |     | 2   |    |   |    |    |     |    |    |   |
| Swahili              | BB60                 | 8   |    | 2  | 2   | 3   |    |   |    |    | 1   |    |    |   |
| Ndebele (Chimbalu)   | BC66                 | 1   |    |    |     |     |    |   |    | 1  |     |    |    |   |
| Scots Gaelic         | BD42                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Chinese (Mandarin)   | BD93                 | 96  | 7  | 6  | 14  | 43  | 1  |   | 5  | 5  | 9   | 4  | 2  |   |
| " (Northern)         | BD95 (Peking)        | 1   |    |    |     |     |    |   |    |    | 1   |    |    |   |
| Cantonese            | BE12                 | 7   |    |    |     | 3   |    |   | 1  |    | 2   | 1  |    |   |
| Icelandic            | BF27                 | 2   |    |    | 1   |     |    |   |    |    |     | 1  |    |   |
| Norwegian            | BF36 (Bokmal)        | 20  | 2  | 1  | 2   | 10  |    |   | 1  | 1  | 1   | 2  | 1  |   |
| Swedish              | BF45                 | 27  | 1  | 2  | 1   | 13  |    | 2 | 3  | 2  | 3   | 3  |    | 1 |
| Danish               | BF48                 | 20  | 2  |    | 3   | 9   |    |   | 2  | 1  | 3   |    |    |   |
| DUTCH                | BF65                 | 26  | 1  |    | 1   | 17  |    |   | 4  | 3  |     |    |    |   |
| Flemish              | BF66                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Afrikaans            | BF68                 | 3   |    |    |     | 3   |    |   |    |    |     |    |    |   |
| German               | BF70                 | 594 | 20 | 48 | 78  | 163 | 20 | 1 | 33 | 39 | 105 | 75 | 12 |   |
| Swiss (German)       | BF87                 | 1   | 1  |    |     |     |    |   |    |    |     |    |    |   |
| Yiddish              | BF91                 | 10  |    |    | 1   | 7   |    |   | 1  | 1  |     |    |    |   |
| Greek                | BG06 (Modern)        | 16  | 1  | 2  | 2   | 7   |    |   | 3  | 1  |     |    |    |   |
| Arabic               | BG21 (Eastern)       | 1   |    |    | 1   |     |    |   |    |    |     |    |    |   |
| Arabic (Syrian)      | BG23 (Damascus)      | 15  |    | 1  | 2   | 8   | 2  |   | 1  | 1  |     |    |    |   |
| Arabic (Fgyptian)    | BG40                 | 3   | 1  | 1  |     |     |    |   | 1  |    |     |    |    |   |
| Arabic (Iraqi)       | BG44                 | 3   |    |    | 1   | 1   | 1  |   |    |    |     |    |    |   |
| Arabic (Libyan)      | BG50 (Modern)        | 12  |    |    | 4   | 3   | 1  |   | 2  | 2  |     |    |    |   |
| Hebrew (Israeli)     | BG58 (Modern)        | 11  |    | 1  | 1   | 6   | 1  |   |    |    | 2   |    |    |   |
| Hindustani           | BH48 (Hindi)         | 4   | 1  | 1  | 1   |     |    |   |    |    |     |    |    |   |
| "                    | BH51 (Urdu)          | 4   |    | 1  |     | 2   |    |   |    |    |     |    | 1  |   |
| Bengali              | BH81                 | 1   |    |    |     | 1   |    |   |    |    |     |    | 1  |   |
| Esperanto            | BJ18                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Interlingua          | BJ21                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Persian              | BJ40 (Modern)        | 9   |    |    | 2   | 6   |    |   |    |    |     | 1  |    |   |
| Latin                | BK45                 | 6   | 1  | 1  |     | 3   |    |   | 1  |    |     |    |    |   |
| French               | BK50                 | 895 | 25 | 73 | 139 | 239 | 28 | 1 | 60 | 82 | 135 | 93 | 20 |   |
| Italian              | BK87 (Florentine)    | 120 | 4  | 6  | 13  | 56  | 1  |   | 5  | 14 | 10  | 10 | 1  |   |
| Spanish              | BL18 (Castilian)     | 545 | 12 | 53 | 68  | 142 | 9  |   | 44 | 67 | 66  | 77 | 7  |   |
| Latin                | BL26 (Ludic Spanish) | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Portuguese           | BL28 (European)      | 61  |    | 7  | 9   | 27  | 1  |   | 3  | 8  | 5   | 1  |    |   |
| "                    | BL31 (Brazilian)     | 2   |    |    |     | 1   |    |   |    | 1  |     |    |    |   |
| Rumanian             | BL36                 | 24  |    | 2  | 2   | 16  |    |   |    |    | 4   |    |    |   |
| Catalan              | BL43                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Indonesian           | BL54                 | 12  | 1  | 1  | 2   | 4   |    |   |    |    |     |    |    |   |
| Malay                | BL55                 | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |
| Cambodian            | BN15 (Khmer)         | 1   |    |    |     | 1   |    |   |    |    |     |    |    |   |

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

|   |             |           |                     |
|---|-------------|-----------|---------------------|
| FROM:   |             | EXTENSION | NO.                 |
| Deputy Director of Personnel<br>5E-56 Headquarters            |             | 7427      | DATE<br>18 DEC 1967 |
| TO: (Officer designation, room number, and building)          | DATE        |           | OFFICER'S INITIALS  |
|   | RECEIVED    | FORWARDED |                     |
| 1. Director of Personnel                                      | 18 Dec 67   | 40 Dec    | JMP                 |
| 2. Executive Officer, OP                                      | 18 Dec 67   |           | B                   |
| 3.  |             |           |                     |
| 4. DD/Pers/R&P<br>5E-67 Headquarters                          | 12 - 20     |           |                     |
| 5.  |             |           |                     |
| 6. DD/Pers/P&R<br>512 Magazine Building                       | 21 DEC 1967 |           |                     |
| 7.  |             |           |                     |
| 8. Chief, Placement Division<br>5E-67 Headquarters            | 3 Jan 68    |           |                     |
| 9.  |             |           |                     |
| 10. Chief, Recruitment Division<br>706 Ames Building          | 1/4         | 9 Jan     |                     |
| 11. DC/ED   | 1/1         |           |                     |
| 12. Chief, Benefits & Services<br>Division 5E-47 Headquarters | 8 JAN 1968  |           |                     |
| 13. DC/BSO  | 1/8         |           |                     |
| 14. OD/Pers   | 9 JAN 1968  |           |                     |
| 15. C/POD   |             |           |                     |

- 246 -

EDUCATION  
AND THE  
CENTRAL INTELLIGENCE AGENCY

"In two and a half years of working with these (CIA) men I have yet to meet a '007.' I have met dozens of men who are moved and motivated by the highest and most patriotic and dedicated purposes--men who are specialists in economics and political science and history and geography and physics and many other fields where logic and analysis are crucial to the decisions that the President of their country is called upon to make. Through my experience with these men I have learned that their most significant triumphs come not in the secrets passed in the dark but in patient reading, hour after hour, of highly technical periodicals.

"In a real sense they are America's professional students; they are unsung just as they are invaluable."

President Johnson  
June, 1966

In international affairs, Intelligence is knowledge and foreknowledge--fact and estimate. It is an instrument of statecraft that serves the nation in war and peace. In war, it is knowledge of the enemy without which there is no victory. In peace, it is that knowledge of the world about us which is essential to the preservation of peace. Always it is a never-ending quest for an accurate and objective understanding of men and events throughout the world. It is the support of policy, the prelude to decision, and the guide to action. It is the



MEMORANDUM FOR: 25X1A

Many thanks for your help.

25X1A

FEB 68  
US Off of Econ

13 Dec 67  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

competitive search for truth.

The history of intelligence is as old as history itself because knowledge has always been essential to the rational conduct of affairs among nations. In times of peril, it has been an integral part of the response to the challenge, and the story of American intelligence reaches back to the earliest days of the Republic.

Today's American intelligence system is a valid expression of American society, with all its vigor and ingenuity, with all its complexity and some of its contradictions, as that society probes for solutions to situations its founding fathers could never have conceived.

Our modern age has seen complex social, economic, and technological changes, often accompanied by violent political upheavals. The emergence in our time of such ideologies and power movements as Nazism and Communism, and the development of nuclear power and missile systems have brought in their wake new problems of national and international security. The task of Intelligence has become more complex and more difficult; indeed, American Intelligence today is taxed with challenges no other intelligence system ever faced.

CIA's responsibilities grow from this nation's emergence as a superpower at the end of World War II and from its efforts to meet the problems confronting a nation technically at peace and determined to remain free.

For the United States, this has necessitated developing and perfecting both old and new techniques, and more efficiently marshalling the intellectual resources of the nation to meet the challenge from abroad.

The key to national response is knowledge--knowledge of what accuracy and reliability the Soviets and Communist Chinese are building into their ICBM's, knowledge of Soviet progress with advanced radars, knowledge of Soviet awareness of American progress. Without this knowledge there can be no rational planning of America's own prodigiously costly defense effort.

CIA reads nearly everything that comes into official Washington--State traffic, Defense traffic, Agency traffic, the American and foreign press. From it CIA distills a brief, accurate account of events abroad, arranged in context and presented in concise non-bureaucratic English. This report is supplied to the President, the Secretaries of State and Defense, and his other senior national security advisors. Each of the top policy officers exercises a priority call on CIA's services, and CIA cannot refuse a request from one because its resources are fully engaged in a task for another. Moreover, each official is entitled to have his particular interests satisfied in the terms most convenient to him.

In a sense CIA's output is the reverse of a newspaper. Where the paper uses a relatively few collectors to serve a

-4-

mass audience, CIA uses a mass of collectors to hand-craft for a very few.

The London Economist describes the process thus:

Modern intelligence has to do with the painstaking collection and analysis of fact, the exercise of judgment, and clear and quick presentation. It is not simply what serious journalists would always produce if they had time: it is something more rigorous, continuous, and above all operational--that is to say, related to something that somebody wants to do or may be forced to do.

But a quarter of a century ago when President Roosevelt charged Colonel William J. Donovan with establishing a national intelligence service, matters were by no means so well defined. It is significant that Colonel Donovan turned first to the academic community for his organizational nucleus, and brought into OSS such distinguished educators as Professors William Langer and Edward S. Mason of Harvard, and President James Phinney Baxter of Williams College. Others from the field of education who served American Intelligence in its early days were Barnaby Keeney, later President of Brown; Presidential advisors Arthur Schlesinger, Jr. and Walt W. Rostow; and Dr. John W. Gardner, Secretary of Health, Education and Welfare.

McGeorge Bundy has described the association in these words:

"It is a curious fact of academic history that the first great center of area studies in the United States was not located in any university, but in Washington, during the Second World War, in the Office of Strategic Services. In very large measure the area study programs

- 250 -

-5-

developed in American universities in the years after the war were manned, directed, or stimulated by graduates of the OSS.... It is still true today, and I hope it always will be, that there is a high measure of inter-penetration between universities with area programs and the information-gathering agencies of the government of the United States."\*

So it was that early in the organization of the American Intelligence effort there evolved an identification and a shared community of interest between national intelligence and education-- a relationship that continues, to the mutual benefit of each.

#### Professional Qualifications for Intelligence

Because the scope of modern American Intelligence encompasses a diverse variety of talents and many areas of knowledge, its importance places a heavy premium upon the character and abilities of those selected to engage in it. About 18 percent of CIA's professional population have had prior educational experience and, according to a New York Times report, the Agency would be able to staff any college from among its corps of analysts, half of whom have advanced degrees and 30 percent the Doctorate.

Considering the years required for undergraduate and graduate study, foreign experience, and 10 to 15 years of professional intelligence work, the total represents an unmatched reservoir of knowledge, competence, and skills at

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\* The Dimensions of Diplomacy, Edited by E. A. J. Johnson, The Johns Hopkins Press, 1964

the service of the nation's policy makers.

The CIA believes its functions are being accomplished--not by flashy triumphs of espionage, but by an enormous amount of painstaking work, and regards the occasional Colonel Penkovsky as a windfall--a golden apple, but a windfall nonetheless.

Emphasizing CIA's debt to education is the fact that a majority of the Agency's employees have earned Baccalaureate Degrees; 16 percent hold Master's Degrees and 5 percent attained the Doctorate of Philosophy.

These academic degrees were awarded by nearly 700 U.S. colleges and universities in the United States, and by 60 universities abroad. They comprise 281 major fields of specialization ranging from Accounting to Zoology, the six most representative disciplines being History, Political Science, Business Administration, Economics, English, and International Relations.

A prime need of the Central Intelligence Agency is for young men and women with Liberal Arts training--who have a strong sense of history--who are keenly aware of the forces of economics and politics--and who have substantial command of at least one foreign language. They must be intelligent and resourceful, personable and persuasive. They must be willing to work anonymously and they must be willing to serve in far places as needs arise.

A career in CIA attracts many college seniors, but it is largely to the graduate schools that the Agency turns for mature students educationally equipped for professional work in intelligence.

CIA's search for academic excellence is a continuing program involving direct contact by CIA recruiters with universities at both the graduate and undergraduate level, foundations, and specialized research institutes.

#### A Synthesis of Skills

The intelligence cycle is a continuous process, beginning with the drafting of information requirements, followed by the location and exploitation of information sources, and leading finally to the dissemination of intelligence reports or estimates. Information in many forms and from a variety of sources reaches CIA analysts who are trained in and alerted to the recognition of items of intelligence value that warrant coding, classification, and filing for ultimate incorporation in a definitive research document.

CIA research staffs require and work in an intellectual environment conducive to scholarly inquiry and contemplation. They are supported by a collection of source materials and library facilities that include 116,000 volumes, access to external consultants and a foreign documents division that supplies translations and editorial assistance. CIA's unique facilities and techniques for the indexing, abstracting, translation, storing, and retrieval of information and data have

been praised as "The most comprehensive information system now in operation." This recognition was accorded by the Committee on Government Operations of the U.S. Senate.

CIA's responsibility for research, analysis, and the preparation of reports on foreign economic systems involves the measurement of aggregative economic performance or detailed research on various sectors of foreign economics: major industries, transportation, communications, agriculture, international trade, finance, etc. These assignments require graduate skills in Economics, Economic History, Economic Geography, Area Studies, and International Trade.

Research of a different character is performed in other components of the Agency. One office, for instance, requires sensitivity to developing trends and the ability to synthesize political, economic, and military intelligence in support of judgments regarding the intentions and capabilities of foreign governments. Reports from this office often go directly to the highest policy level in the government.

The impact of science and technology on all aspects of human existence makes it mandatory that our government be aware of scientific progress in all parts of the world. Since science and technology contribute to the economic, military, and political strength of any country, it is readily apparent that its offensive and defensive capabilities are influenced by its achievements in science and technology. Thus, scientific intelligence is an integral part of the total intelligence process.



CIA employs scientists, engineers, and technicians at several stages of the intelligence cycle. Space technology and missile systems are the objects of intensive study. The art and science of photogrammetry are employed in the critical interpretation and analysis of aerial photographs, and, here, CIA utilizes geologists, geodesists, geographers, foresters, architectural and civil engineers, and talents in the graphic and illustrative arts.

The electronic engineer may work in one of the communications media so vital to the continuity of the intelligence process.

The physical and biological scientist may be a member of the research staffs responsible for surveying foreign scientific literature.

The Agency is justifiably proud of contributions in scientific intelligence made by both its permanent staff and its nationwide roster of consultants. The CIA scientist enjoys a congenial, stimulating, and educational environment in which to further his professional interest. He is encouraged and enabled to keep abreast of developments in his specific field and thus to grow in professional stature. In many scientific and technical study areas, and in other research fields, advanced academic studies are sponsored by the Agency.

Singularly active in the use of computers for management applications, scientific and engineering calculations, and

information retrieval, CIA offers mathematicians, systems analysts, computer programmers, and electronic engineers career opportunities in its unique and progressive data processing complex.

Understandably, the intelligence cycle must look to its administrative support arm to keep all of its human and mechanical elements functioning efficiently and effectively. Agency career fields found in this major activity seek out the law graduate, the business and public administration major, the medical officer and medical technician, the personnel management specialist, the communications engineer and his technicians trained in wireless transmission, reception and maintenance.

At CIA initiative a high-speed facsimile transmitter has been developed with which an untrained operator can encipher and transmit a document at more than 6 pages per minute. At that rate the entire Encyclopedia Britannica could be transmitted to or from CIA Headquarters in about 60 hours.

#### Twenty Years Young

CIA, having celebrated its 20th birthday in 1967, can no longer be considered a newcomer to the national scene. This organizational maturing is reflected in other ways: for example, nearly half of the Agency's employees have now served more than 15 years, and about 75 percent of CIA's professionals are over 35 years of age.

This unusual depth of experience, however, might sink into institutional formalism were it not for farsighted programs adopted by the Agency early in its existence.

Professional obsolescence, a serious and continuing problem in scientific and technical fields, affects other disciplines as well, and its avoidance requires continuous updating and training. CIA feels that training should be oriented not only toward meeting immediate and pressing requirements, but should represent a phase of a planned and orderly career development process.

#### External Education

Each year several thousand CIA employees attend some type of non-Agency program in management, science and technology, and certain technical fields, and for studies in language and area and in liberal arts. Since the requirements of the Agency concern so many unusual and divergent fields, it is impractical for all educational requirements to be met internally. In any one month employees spend thousands of man-days participating in training, on a full or part-time basis, at a university, senior service school, commercial firm, military facility or another Government agency.

In addition, two universities in the Washington area have established off-campus centers at the CIA Headquarters building. Here Agency students are able to take university courses for credit in their off-duty hours.

-12-

While national security interests impose some limitations on CIA employees, many write for publication, attend professional meetings, and take periodic leaves of absence to teach and renew their contacts with the academic world.

Completing the cycle, a high percentage of employees who leave the Agency for retirement or other reasons take up, or return to, an academic career.

#### Internal Instruction

Having considered CIA's relationship to the academic community and the Agency's continuing reliance on institutions of higher education, it might be well to examine some of the procedures employed by CIA to train and educate within the Agency itself.

Basic methods of acquiring information are taught selected field personnel early in their careers, together with such specialized skills as paramilitary techniques and their application in counterinsurgency situations such as Laos and Vietnam. But since these "tradecraft" subjects concern comparatively few CIA officers, perhaps the most comprehensive example of in-house training is Agency instruction in foreign languages.

Overall, CIA employees are able to speak and read more than a hundred separate languages and dialects, while nearly half of all Agency personnel possess foreign language skills

in some degree. Thirty-eight percent of CIA's professional employees speak one foreign language, 18 percent have demonstrated capability in two languages, 14 percent in at least 3, and about 5 percent have facility in 6 or more languages.

One CIA officer, who must be unique in our government, if not the world, possesses abilities in fifty-one foreign languages, many of which were acquired under CIA auspices.

Training in foreign languages is accomplished in a highly varied program of instruction ranging from twelve-month, intensive, comprehensive courses to part-time familiarization programs of only a few hours. It is also undertaken through tutorial training and Programmed Assisted Instruction. CIA's emphasis on spoken language skills stems from the major requirement for Agency employees who serve abroad: ability in oral communication; for these employees, the ability to read or write a language is secondary. On the other hand, intelligence production specialists more often need to read and evaluate foreign documents, frequently in a recondite field.

Language School instructors use techniques similar to those used in traditional academic courses even though relatively few graduates of university courses are able to read even a newspaper in a foreign language. The subject matter and the technical level of foreign language materials which concern Agency employees, however, are quite different from those that are the concern of most academic courses. The Language School

has therefore developed additional techniques, tailored to the Agency's interests.

These include instructional tape recordings in sixty different languages, a large and modern language laboratory, and a library of 4,000 language and area books.

The language faculty comprises staff employees, scientific linguists, and contract employees, many of whom are employed on a full-time basis. With this staff, the CIA Language School can provide full-time instruction in twenty languages and less intensive instruction in thirty-five others. About forty percent of the students are under full-time instruction.

Taken in all its aspects, CIA's language instruction program is believed to have few, if any, rivals in the Free World.

#### The Vital Tripod

And it is the Free World that CIA, in concert with other departments of our government, is working to keep free. Twentieth Century technology--and ideology--have forced the American intelligence system to grow in size and importance, yet the end products of this system remain information and judgment. The system itself may be said to rest firmly upon a tripod whose legs are Responsibility, Objectivity and Independence--qualities equally indispensable to the educator and the scholar.

The ultimate success of American Intelligence--and American

foreign policy--depends to a large extent upon the educational excellence of its responsible officers. And to the degree the American academic community can continue to meet this exceptional challenge may depend the lives and freedom of us all.

- END -

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QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

## BIOGRAPHIC AND POSITION DATA

| SECTION I        |                             | BIOGRAPHIC AND PERSONAL DATA |                             |                        |
|------------------|-----------------------------|------------------------------|-----------------------------|------------------------|
| 1. EMP. SER. NO. | 2. NAME (Last-First-Middle) | 3. SEX                       | 4. DATE OF BIRTH            | 5. SCHEDULE/GRADE/STEP |
| 6. SD            | 7. POSITION TITLE           | 8. OFFICE OF ASSIGNMENT      | 9. LOCATION (Country, City) |                        |

AGENCY OVERSEAS SERVICE

| SECTION II |           | AGENCY OVERSEAS SERVICE |    |
|------------|-----------|-------------------------|----|
| AREA       | TYPE TOUR | FROM                    | TO |
| C          |           |                         |    |

### EDUCATION

| SECTION III |             | EDUCATION |      |
|-------------|-------------|-----------|------|
| DEGREE      | MAJOR FIELD | COLLEGE   | YEAR |
|             |             |           |      |

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

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204

**GROUP 1**  
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downgrading and declassification

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## SECTION III

## EDUCATION (Cont'd)

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

|                           |                                |                          |  |
|---------------------------|--------------------------------|--------------------------|--|
| LAST HIGH SCHOOL ATTENDED | ADDRESS (City, State, Country) | YEARS ATTENDED (From-To) | GRADUATE<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
|---------------------------|--------------------------------|--------------------------|--|

## COLLEGE OR UNIVERSITY STUDY

| NAME AND LOCATION OF COLLEGE OR UNIVERSITY | SUBJECT |       | YEARS ATTENDED<br>FROM -- TO -- | DEGREE<br>RECEIVED | YEAR<br>RECEIVED | NO. SEM / QTR.<br>HRS. (Specify) |
|--|---------|-------|---------------------------------|--------------------|------------------|----------------------------------|
|  | MAJOR   | MINOR |                                 |                    |                  |                                  |
| 1.   |         |       |                                 |                    |                  |                                  |
| 2.   |         |       |                                 |                    |                  |                                  |
| 3.   |         |       |                                 |                    |                  |                                  |
| 4.   |         |       |                                 |                    |                  |                                  |

5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

## TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

| NAME AND ADDRESS OF SCHOOL | STUDY OR SPECIALIZATION | FROM | TO | NO. OF MONTHS |
|----------------------------|-------------------------|------|----|---------------|
| 1.                         |                         |      |    |               |
| 2.                         |                         |      |    |               |
| 3.                         |                         |      |    |               |

## OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

| NAME AND ADDRESS OF SCHOOL | STUDY OR SPECIALIZATION | FROM | TO | NO. OF MONTHS |
|----------------------------|-------------------------|------|----|---------------|
| 1.                         |                         |      |    |               |
| 2.                         |                         |      |    |               |
| 3.                         |                         |      |    |               |
| 4.                         |                         |      |    |               |
| 5.                         |                         |      |    |               |

## AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored.

| NAME AND ADDRESS OF SCHOOL | STUDY OR SPECIALIZATION | FROM | TO | NO. OF MONTHS |
|----------------------------|-------------------------|------|----|---------------|
| 1.                         |                         |      |    |               |
| 2.                         |                         |      |    |               |
| 3.                         |                         |      |    |               |
| 4.                         |                         |      |    |               |
| 5.                         |                         |      |    |               |

- 265 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

Approved For Release 2008/04/18 : CIA-RDP90-00708R000200170001-9

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## TYPING AND STENOGRAPHIC SKILLS

|  |                    |   |  |
|--|--------------------|---|--|
| 1. TYPING (WPM)  | 2. SHORTHAND (WPM) | 3. INDICATE SHORTHAND SYSTEM USED -- CHECK (X) APPROPRIATE ITEM:<br><input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER-SPECIFY: |  |
| 4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card punch, etc.) |                    |   |  |

### SPECIAL QUALIFICATIONS

|  |   |
|--|---|
| 1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.   |   |
| 2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving) OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES. |   |
| 3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.?  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| 4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Provide license registry number if known)  | 5. FIRST LICENSE/CERTIFICATE (year of issue)                |
|  | 6. LATEST LICENSE/CERTIFICATE (year of issue)               |
| 7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do NOT submit copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non-fiction or scientific articles, general interest subjects, novels, short stories, etc.)  |   |
| 8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED.  |   |
| 9. BASIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.   |   |

4/18 - CIA-RDP

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Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

2. LOCATION (Country, City)

3. DIRECTORATE OFFICE OR DIVISION, BRANCH

|                       |
|-----------------------|
| 5. GRADES HELD IN JOB |
|-----------------------|

6/ DESCRIPTION OF DUTIES

2. LOCATION (Country, City)

3. DIRECTORATE-OFFICE OR DIVISION, BRANCH

|                       |  |
|-----------------------|--|
| 5. GRADES HELD IN JOB |  |
|-----------------------|--|

### 6. DESCRIPTION OF DUTIES

|                             |
|-----------------------------|
| 2. LOCATION (Country, City) |
|-----------------------------|

3. DIRECTORATE-OFFICE OR DIVISION, BRANCH

|                       |  |
|-----------------------|--|
| 5. GRADES HELD IN JOB |  |
|-----------------------|--|

### 6. DESCRIPTION OF DUTIES

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SECTION VIII

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| 1. INCLUSIVE DATES (From-To-by month & year) |  | 2. LOCATION (Country, City) |  | 3. DIRECTORATE-OFFICE OR DIVISION, BRANCH |  |
|--|--|-----------------------------|--|---|--|
| 4. TITLE OF JOB                              |  | 5. GRADES HELD IN JOB       |  |   |  |

6. DESCRIPTION OF DUTIES

| 1. INCLUSIVE DATES (From-To-by month & year) |  | 2. LOCATION (Country, City) |  | 3. DIRECTORATE-OFFICE OR DIVISION, BRANCH |  |
|--|--|-----------------------------|--|---|--|
| 4. TITLE OF JOB                              |  | 5. GRADES HELD IN JOB       |  |   |  |

6. DESCRIPTION OF DUTIES

| 1. INCLUSIVE DATES (From-To-by month & year) |  | 2. LOCATION (Country, City) |  | 3. DIRECTORATE-OFFICE OR DIVISION, BRANCH |  |
|--|--|-----------------------------|--|---|--|
| 4. TITLE OF JOB                              |  | 5. GRADES HELD IN JOB       |  |   |  |

6. DESCRIPTION OF DUTIES

(When Filled In)

## SECTION IX

2. NAME OF SPOUSE

 $\{i, \alpha t\}$ 

**(First)**

(Middle)

(Maiden)

3. DATE OF BIRTH

4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION

6. PRESENT EMPLOYER

## 7. CITIZENSHIP

8. FORMER CITIZENSHIP(S) COUNTRY(IES)

9. DATE U. S. CITIZENSHIP ACQUIRED

**SECTION X**

DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME

RELATIONSHIP

DATE AND PLACE OF BIRTH

CITIZENSHIP

PERMANENT ADDRESS

## SECTION XI

## PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER

ADDRESS (Number, Street, City, State, Country)

DATE OF MEMBERSHIP \_\_\_\_\_

FROM

TO

DATE

SIGNATURE OF EMPLOYEE

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- 270 -

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- 7 -

SECRET  
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Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

## QUALIFICATIONS UPDATE

**READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS**

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444j, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

| SECTION I BIOGRAPHIC AND POSITION DATA |                          |               |    |
|--|--------------------------|---------------|----|
| EMP. SER. NO.                          | NAME (Last-First-Middle) | DATE OF BIRTH | SD |

| SECTION II EDUCATION      |                                |                          |  |
|---------------------------|--------------------------------|--------------------------|--|
| HIGH SCHOOL               |                                |                          |  |
| LAST HIGH SCHOOL ATTENDED | ADDRESS (City, State, Country) | YEARS ATTENDED (From-To) | GRADUATE<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

| COLLEGE OR UNIVERSITY STUDY                |         |       |                              |                    |                  |                                |
|--|---------|-------|------------------------------|--------------------|------------------|--------------------------------|
| NAME AND LOCATION OF COLLEGE OR UNIVERSITY | SUBJECT |       | YEARS ATTENDED<br>FROM--TO-- | DEGREE<br>RECEIVED | YEAR<br>RECEIVED | NO. SEM/QTR.<br>HRS. (Specify) |
|  | MAJOR   | MINOR |                              |                    |                  |                                |
| 1.   |         |       |                              |                    |                  |                                |
| 2.   |         |       |                              |                    |                  |                                |

IF GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

| TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS |                         |      |    |               |
|---|-------------------------|------|----|---------------|
| NAME AND ADDRESS OF SCHOOL                | STUDY OR SPECIALIZATION | FROM | TO | NO. OF MONTHS |
|   |                         |      |    |               |

| OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE |                         |      |    |               |
|--|-------------------------|------|----|---------------|
| NAME AND ADDRESS OF SCHOOL                                 | STUDY OR SPECIALIZATION | FROM | TO | NO. OF MONTHS |
| 1.   |                         |      |    |               |
| 2.   |                         |      |    |               |

| SECTION III MARITAL STATUS  |  |  |  |                                   |
|---|--|--|--|-----------------------------------|
| 1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY: |  |  |  |                                   |
| 2. NAME OF SPOUSE (Last)  |  | (First)                                  |  | (Middle)                          |
|   |  |  |  | (Maiden)                          |
| 3. DATE OF BIRTH  |  | 4. PLACE OF BIRTH (City, State, Country) |  |                                   |
| 5. OCCUPATION   |  | 6. PRESENT EMPLOYER                      |  |                                   |
| 7. CITIZENSHIP  |  | 8. FORMER CITIZENSHIP(S) COUNTRY(IES)    |  | 9. DATE U.S. CITIZENSHIP ACQUIRED |

| SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE  |              |                         |             |                   |
|---|--------------|-------------------------|-------------|-------------------|
| NAME  | RELATIONSHIP | DATE AND PLACE OF BIRTH | CITIZENSHIP | PERMANENT ADDRESS |
| 1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE |              |                         |             |                   |
| 2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE |              |                         |             |                   |

- 271 -



SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

(When Filled In)  
GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

## SECTION V

| NAME OF REGION<br>OR COUNTRY | TYPE OF SPECIALIZED<br>KNOWLEDGE | DATES OF TRAVEL<br>OR RESIDENCE | DATE & PLACE<br>OF STUDY | KNOWLEDGE ACQUIRED BY--CHECK (X) |        |       |                         |
|------------------------------|----------------------------------|---------------------------------|--------------------------|----------------------------------|--------|-------|-------------------------|
|                              |                                  |                                 |                          | RESI-<br>DENCE                   | TRAVEL | STUDY | WORK<br>ASSIGN-<br>MENT |
| 1.                           |                                  |                                 |                          |                                  |        |       |                         |
| 2.                           |                                  |                                 |                          |                                  |        |       |                         |

## SECTION VI

## TYPING AND STENOGRAPHIC SKILLS

|                 |                    |  |                                       |                                    |  |
|-----------------|--------------------|--|---------------------------------------|------------------------------------|--|
| 1. TYPING (WPM) | 2. SHORTHAND (WPM) | 3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM. |                                       | OTHER SPECIFY:                     |  |
|                 |                    | <input type="checkbox"/> GREGG                                 | <input type="checkbox"/> SPEEDWRITING | <input type="checkbox"/> STENOTYPE |  |

## SECTION VII

## SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

## SECTION VIII

## MILITARY SERVICE

## CURRENT DRAFT STATUS

|   |                       |                             |
|---|-----------------------|-----------------------------|
| 1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO | 2. NEW CLASSIFICATION |                             |
| 3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS   |                       | 4. IF DEFERRED, GIVE REASON |

## MILITARY RESERVE, NATIONAL GUARD STATUS

|   |  |   |                                      |   |
|---|--|---|--------------------------------------|---|
| CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG   | <input type="checkbox"/> ARMY          | <input type="checkbox"/> MARINE CORPS         | <input type="checkbox"/> COAST GUARD | <input type="checkbox"/> NATIONAL GUARD     |
|   | <input type="checkbox"/> NAVY          | <input type="checkbox"/> AIR FORCE            |                                      | <input type="checkbox"/> AIR NATIONAL GUARD |
| 1. CURRENT RANK, GRADE OR RATE  | 2. DATE OF APPOINTMENT IN CURRENT RANK | 3. EXPIRATION DATE OF CURRENT OBLIGATION      |                                      |   |
| 4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED |  | 5. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED |                                      |   |
| 5. MILITARY MOBILIZATION ASSIGNMENT   |  | 6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED |                                      |   |

## MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)

| NAME AND ADDRESS OF SCHOOL | STUDY OR SPECIALIZATION | DATE COMPLETED | RESIDENT |    |
|----------------------------|-------------------------|----------------|----------|----|
|                            |                         |                | FROM     | TO |
|                            |                         |                |          |    |
|                            |                         |                |          |    |

## SECTION IX

## PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

| NAME AND CHAPTER | ADDRESS (Number, Street, City, State, Country) | DATE OF MEMBERSHIP |    |
|------------------|--|--------------------|----|
|                  |  | FROM               | TO |
| 1.               |  |                    |    |
| 2.               |  |                    |    |
| 3.               |  |                    |    |

## SECTION X

## REMARKS

|         |  |
|---------|--|
| REMARKS |  |
|---------|--|

DATE

SIGNATURE OF EMPLOYEE

- 272 -

SECRET

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

JCB NO. 236-B QUALIFICATION SOURCE REGISTER

FIELD OF SPECIALIZATION

TYPIST 40 BUT LESS THAN 60 WPM

FUNCTION

SER#

NAME

ORG

SCH

GR

SD

AA

43500C

DOE

|                           |                                  |                            |        |           |         |       |        |
|---------------------------|----------------------------------|----------------------------|--------|-----------|---------|-------|--------|
| OFFICE OF PERSONNEL       | TYPIST 40 BUT LESS THAN 60 WPM   | 1 YRS CLERK                | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| HARVARD, WELFARE ORG      | TYPIST 40 BUT LESS THAN 60 WPM   | 1 YRS CLERK                | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| LOCAL, TRADE OR COMMCL    | TYPIST 40 BUT LESS THAN 60 WPM   | UNSP STUDY                 | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| FORWARD UNIV DC           | LIBERAL ARTS, GENERAL            | SOPH STUDY                 | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| COLLEGE OR UNIV           | OFFICE SERVICES, GENERAL N.E.C.  | 2 YRS CLERK                | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| DISTRICT OF COLUMBIA      | TYPIST 40 BUT LESS THAN 60 WPM   | 1 YRS CLERK                | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| HOUSING & HOME FINANCE AG | TYPIST 40 BUT LESS THAN 60 WPM   | 4 YRS CLERK                | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| DEPT OF AGRICULTURE GRAD  | BUSINESS ADMINISTRATION, GENERAL | UNSP STUDY                 | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| OFFICE OF PERSONNEL       | APPOINTMENT PROCESSING & SERVICE | R 8 YRS CLERK              | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |
| OFFICE OF PERSONNEL       | APPOINTMENT PROCESSING & SERVICE | R 7 YRS FOREMAN, SUPT SUPR | 013776 | SHIRLEY F | PERS GS | 07 SP | 23600C |

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| GOV CIVILIAN EMPLOYM OFFICE SERVICES, GENERAL N.E.C.      | 0 YRS CLERK                    | 016046      | MARY E | PERS GS | 06 SP | 26400C |
| LOCAL, TRADE OR COMMCL STENO-SHORTHAND 80 BUT LESS THAN 1 | UNSP STUDY                     | 016046      | MARY E | PERS GS | 06 SP | 26400C |
| PUBLIC HEALTH SERVICE, -HE TABULATING EQUIPMENT           | 2 YRS OPERATOR, TABULATO       | 016046      | MARY E | PERS GS | 06 SP | 26400C |
| OFFICE OF CENTRAL REFEREN                                 | TYPIST 40 BUT LESS THAN 60 WPM | 9 YRS CLERK | MARY E | PERS GS | 06 SP | 26400C |
| OFFICE OF PERSONNEL                                       | PERSONNEL PLACEMENT            | 4 YRS CLERK | MARY E | PERS GS | 06 SP | 26400C |

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| LOCAL, TRADE OR COMMCL STENO-SHORTHAND 80 BUT LESS THAN 1 UNSPT STUDY | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| UNLIMITED PRICE VARIETY STR OFFICE SERVICES, GENERAL N.E.C.           | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| ED BU OF INVESTIGATION J FINGERPRINT CLASSIFICATION                   | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| OFFICE SERVICES, GENERAL N.E.C.                                       | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| BOOKKEEPING   | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| AUDITING-AGENCY   | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| FINANCIAL MANAGEMENT-AGENCY   | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| TYPIST 40 BUT LESS THAN 60 WPM  | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| ADMINISTRATIVE ASS  | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| ARTISAN, CRAFTSMAN  | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |
| ADMINISTRATIVE ASS  | 017581 | MARIAN F | PERS GS | 09 SF | 10500C |

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